

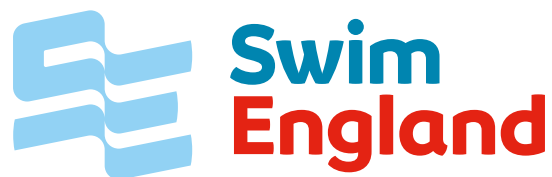
The

# HAND BOOK

2021



Established 1869



# Official Handbook 2021

incorporating the Regulations and the  
Technical Rules of the Amateur Swimming Association  
(Swim England) Limited

**Patron:**

HRH The Duke of Cambridge



Founded 1869

Swim England,  
Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough, Leicestershire LE11 3QF  
Tel: 01509 640 700 | Fax: 01509 640 193

[www.swimming.org](http://www.swimming.org)

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## Swim England President for 2021

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Ian Mackenzie

### President

Ian's swimming journey began in 1980 when he started to encourage his eldest daughter, Sarah, to swim in a campsite swimming pool. On their return from holiday, Sarah started lessons at the local pool in Hatfield. Ruth subsequently joined her sister in taking lessons, and it was not long before trials for Hatfield Swimming Club were suggested and successfully completed. So, the Mackenzie family became members of Hatfield Swimming Club.

When there was a vacancy for the Hatfield Swimming Club treasurer, Ian took on the role, drawing on his financial expertise in banking. Meanwhile Ian's involvement on poolside began. Not content to sit in the gallery on club nights, he qualified as a swimming teacher and coach, and assisted at club sessions on poolside. In later years he also coached at Buntingford Swimming Club and Bishops Stortford Swimming Club.

He qualified as a timekeeper, a judge and a starter – the three qualifications being available via one course in those days, with three separate written examinations. He then qualified as a swimming referee. He thus became involved in all aspects of swimming officiating up to National level, and continues to this day at all levels.

The Hertfordshire ASA needed a treasurer in 1986, and this started Ian's involvement on the administration side of the sport - at County, District, Regional and National levels. He was the first Chairman of ASA East Region when it was set up in 2013, and he has served on the ASA and Swim England Boards for many years. He is the Chairman of the Institute of Swimming. His various volunteer roles cover many differing aspects of administration across all disciplines. He is also the National Secretary for the National Swimming League, and has secured sponsorship to ensure its continued existence and success.

Ian is very honoured to become President of Swim England, in continuation of his volunteering in all aspects of our sport.



**J Nickerson**  
Chief Executive Officer



**R Hookway**  
Chairperson  
Swim England Board

Swim England Vice President: J Wilks

Auditors: Haysmacintyre, LLC, 26 Red Lion Square, London WC1R 4AG

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# Administration

Swim England Board

Senior Leadership Team

Contacts

Regions

Judiciary

Subsidiary and Associated Companies

Organisations Directly Affiliated to Swim England

Useful Addresses

Past and Present Officers

The minutes for the Amateur Swimming Association (Swim England) Limited can be found on the website. [\[Redacted\]](#)



## Swim England Board

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R Hookway – Chairperson

N Booth – Member Nominated

A Breadon – Independent Member

D Flack – Member Nominated

C Green – Independent Member

R Kuman – Independent Member

S Gregory – Independent Member

J Wheeler – Member Nominated

J Nickerson – Chief Executive Officer

B Havill – Chief Financial Officer

B Simkins – Member Nominated

A Kidwai – Independent Member

For Swim England Board and Sport Operations Committee sub-groups, and Leadership Groups please refer to the website [www.swimming.org](http://www.swimming.org).

## Senior Leadership Team

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Chief Executive Officer – J Nickerson

Chief Financial Officer – B Havill

Marketing, Communications and Operations Director – E Griffin

Learn to Swim and Workforce Director – J Glenn

Sport Development Director – G Wood

Business Engagement Director and  
Institute of Swimming Managing Director – R Cox

People Development Director – M Cooper

## Contacts

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<b>Careers in Aquatics</b>	Email: <a href="mailto:careersinaquatics@swimming.org">careersinaquatics@swimming.org</a>	Tel: 01509 640 231
<b>Chief Executive's Office</b>	Email: <a href="mailto:sechiefexec@swimming.org">sechiefexec@swimming.org</a>	Tel: 01509 640 452
<b>Child Safeguarding Team</b>	Email: <a href="mailto:legal@swimming.org">legal@swimming.org</a>	Tel: 01509 640252
<b>Club Development Team</b>	Email: <a href="mailto:clubdevelopment@swimming.org">clubdevelopment@swimming.org</a>	Tel: 01509 640 442
<b>Communications Team</b>	Email: <a href="mailto:communications@swimming.org">communications@swimming.org</a>	Tel: 01509 640 234
<b>DBS Team</b>	Email: <a href="mailto:dbs@swimming.org">dbs@swimming.org</a>	Tel: 01509 640 738
<b>Events Team</b>	Email: <a href="mailto:nationalevents@swimming.org">nationalevents@swimming.org</a>	Tel: 01509 640 266
<b>Facilities Team</b>	Email: <a href="mailto:facilities@swimming.org">facilities@swimming.org</a>	Tel: 01509 640 258
<b>Finance Department (Credit Control)</b>	Email: <a href="mailto:creditcontrol@swimming.org">creditcontrol@swimming.org</a>	Tel: 01509 640 729
<b>Finance Department (Purchase Ledger)</b>	Email: <a href="mailto:sefinance@swimming.org">sefinance@swimming.org</a>	
<b>Finance Management Accounts</b>	Email: <a href="mailto:sefinance@swimming.org">sefinance@swimming.org</a>	Tel: 01509 640 115
<b>Health and Wellbeing</b>	Email: <a href="mailto:ali.noyce@swimming.org">ali.noyce@swimming.org</a>	
<b>Institute of Swimming: Membership</b>	Email: <a href="mailto:iosmembership@swimming.org">iosmembership@swimming.org</a>	Tel: 01509 640 746
<b>Institute of Swimming: Training and Development</b>	Email: <a href="mailto:iosadmin@swimming.org">iosadmin@swimming.org</a>	Tel: 01509 640 640
<b>IT Team</b>	Email: <a href="mailto:helpdesk@swimming.org">helpdesk@swimming.org</a>	Tel: 01509 640 705
<b>Learn to Swim</b>	Email: <a href="mailto:learntoswim@swimming.org">learntoswim@swimming.org</a>	Tel: 07827 992 307
<b>Learn to Swim Awards and Resources</b>	Email: <a href="mailto:salesawards@swimming.org">salesawards@swimming.org</a>	Freephone: 0800 220 292
<b>Legal Office</b>	Email: <a href="mailto:legal@swimming.org">legal@swimming.org</a>	
<b>Medical Services</b>	Email: <a href="mailto:medicalservices@swimming.org">medicalservices@swimming.org</a>	
<b>Membership Team</b>	Email: <a href="mailto:renewals@swimming.org">renewals@swimming.org</a>	Tel: 01509 640 727
<b>Office of Judicial Administration</b>	Email: <a href="mailto:kerry.moss@swimming.org">kerry.moss@swimming.org</a>	Tel: 01509 640764

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## Contacts

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<b>Operations Team</b>	Email: <a href="mailto:operations@swimming.org">operations@swimming.org</a>	Tel: 01509 640 759
<b>Payroll Team</b>	Email: <a href="mailto:payroll@swimming.org">payroll@swimming.org</a>	Tel: 01509 640 728
<b>People Development</b>	Email: <a href="mailto:peopledevelopment@swimming.org">peopledevelopment@swimming.org</a>	Tel: 01509 640 282
<b>Purchasing Team</b>	Email: <a href="mailto:sepurchasing@swimming.org">sepurchasing@swimming.org</a>	Tel: 01509 640 747
<b>Rankings Team</b>	Email: <a href="mailto:rankings@swimming.org">rankings@swimming.org</a>	Tel: 01509 640 761
<b>Swim England Advertising</b>	Email: <a href="mailto:advertising@swimming.org">advertising@swimming.org</a>	Tel: 01509 640 231
<b>Swim England Qualifications</b>	Email: <a href="mailto:info@swimenglandqualifications.com">info@swimenglandqualifications.com</a>	Tel: 01509 640 493
<b>Volunteering (Recruitment, Training and Development)</b>	Email: <a href="mailto:volunteering@swimming.org">volunteering@swimming.org</a>	Tel: 01509 640 136
<b>Discipline Leadership Group Administrators</b>	Email: <a href="mailto:leadershipgroups@swimming.org">leadershipgroups@swimming.org</a>	

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## Regions

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### Swim England East Region

Regional Chairperson: Joan Wheeler  
Tel: 01638 552 451  
Email: [east@swimming.org](mailto:east@swimming.org)  
Web: [www.eastswimming.org](http://www.eastswimming.org)  
Swim England East Regional Office,  
6A Rosemary House, Lanwades Business Park,  
Kentford, Suffolk CB8 7PN

### London Swimming

Regional Chairperson: Alex Harrison  
Tel: 07812 745267  
Email: [london@swimming.org](mailto:london@swimming.org)  
Web: [www.swimming.org/london](http://www.swimming.org/london)  
London Swimming, PO Box 334, Ely, CB7 9GJ

### Swim England North West

Regional Chairperson: David Burgham  
Tel: 0161 2733 907  
Email: [swimnorthwest@swimming.org](mailto:swimnorthwest@swimming.org)  
Web: [www.swimming.org/northwest](http://www.swimming.org/northwest)  
Swim England North West, 2 City Approach  
(Orbit House), Albert Steet, Eccles, Manchester,  
M30 0BL

### Swim England North East

Regional Chairperson: David Watson  
Tel: 01325 481 260  
Email: [swimnortheast@swimming.org](mailto:swimnortheast@swimming.org)  
Web: [www.asaner.org.uk](http://www.asaner.org.uk)  
Swim England North East Regional Office,  
13 Horsemarket, Darlington, DL1 5PW

### Swim England South East

Regional Chairperson: Roger Penfold  
Tel: 07765 828180  
Email: [office@southeastswimming.org](mailto:office@southeastswimming.org)  
Web: [www.southeastswimming.org](http://www.southeastswimming.org)  
Swim England South East, c/o Freedom Leisure,  
The Paddock, 1-6 Carriers Way, East Hoathley,  
East Sussex, BN8 6AG

### Swim England South West

Regional Chairperson: Chrissie Robinson  
Tel: 01823 666 792  
Email: [swimsouthwest@swimming.org](mailto:swimsouthwest@swimming.org)  
Web: [www.swimwest.org.uk](http://www.swimwest.org.uk)  
Swim England South West Regional Office,  
Castle Road, Chelston Business Park, Wellington,  
Somerset TA21 9JQ

### Swim England West Midlands

Regional Chairperson: Simon Kirkland  
Tel: 01527 888 929  
Email: [westmidland@swimming.org](mailto:westmidland@swimming.org)  
Web: [www.westmidlandswimming.org.uk](http://www.westmidlandswimming.org.uk)  
Swim England West Midlands, Unit 7 Basepoint  
Business Centre, Bromsgrove Enterprise Park,  
Isidore Road, Bromsgrove, Worcestershire B60 3ET

### Swim England East Midlands

Regional Chairperson: John Hidle  
Tel: 07932 027769  
Email: [eastmidland@swimming.org](mailto:eastmidland@swimming.org)  
Web: [www.swimming.org/eastmidland](http://www.swimming.org/eastmidland)  
Swim England East Midlands, Unit 7 Basepoint  
Business Centre, Bromsgrove Enterprise Park,  
Isidore Road, Bromsgrove, Worcestershire B60 3ET

## Judiciary

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### Independent Disciplinary and Dispute Resolution Appeals Panel (IDDRAP)

T Wilkinson (Chair)	J Baker	D Marsh (Vice-Chair)
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### Independent Disciplinary and Dispute Resolution Panel (IDDRP)

P Crowley (Vice-Chair)	T Lambert (Chair)	W Golding
A Jackson	M Abrams (Vice-Chair)	M Jukes (Vice-Chair)
G Ward	B Batley (Vice-Chair)	T Ward
C Mills	C Gilman-Abel	P Egan
L Hackett	S Tinkler	M Edwards

### Swim England Judicial Commissioner

To take effect from AGM 2019 and to remain in office until AGM 2022

C McAuslane

### Swim England Judicial Appointments Panel

to remain in office until AGM 2021.

C Galer (East)	Vacant (East Midlands)	D Boot (West Midlands)
Vacant (London)	Vacant (North East)	D Collins (North West)
Susan Harrison (South East)	Vacant (South West)	

## Subsidiary and Associated Companies

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Institute of Swimming Ltd – I Mackenzie, D Kreying, B Havill, C Green, R Cox and G Wood

ASA Swimming Enterprises Ltd – J Nickerson and B Havill

Swim England Trading Ltd – D Flack, J Nickerson, B Havill and B Simkins

## Organisations Directly Affiliated to Swim England

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### Army Cadet Force Association

T Hayter

Email: [sports@armycadets.com](mailto:sports@armycadets.com)

Web: [www.armycadets.com](http://www.armycadets.com)

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### British Naturism

T Major

Email: [headoffice@bn.org.uk](mailto:headoffice@bn.org.uk)

Web: [www.bn.org.uk](http://www.bn.org.uk)

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### British Swimming Coaches Association

B McGuinness

Email: [info@gbswimcoaches.co.uk](mailto:info@gbswimcoaches.co.uk)

Web: [www.gbswimcoaches.co.uk](http://www.gbswimcoaches.co.uk)

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### British Universities and Colleges

#### Sports Association

Email: [jo.crawford@bucs.org.uk](mailto:jo.crawford@bucs.org.uk)

Web: [www.bucs.org.uk](http://www.bucs.org.uk)

---

### CP Sport

Email: [info@cpsport.org](mailto:info@cpsport.org)

Web: [www.cpsport.org](http://www.cpsport.org)

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### Down Syndrome Swimming Federation

S Barker

Email: [dseuroswim@gmail.com](mailto:dseuroswim@gmail.com)

Web: [www.down-syndrome-swimming.org](http://www.down-syndrome-swimming.org)

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### Dwarf Sports Association (UK)

T Shephard

Email: [tim.shephard@dsauk.org](mailto:tim.shephard@dsauk.org)

Web: [www.dsauk.org](http://www.dsauk.org)

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### English Schools' S.A.

J Stiven

Email: [j.stiven@essa-mail.uk](mailto:j.stiven@essa-mail.uk)

Web: [www.essa-schoolswimming.com](http://www.essa-schoolswimming.com)

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### FireSport UK

S Howard

Email: [showard@fire.cornwall.gov.uk](mailto:showard@fire.cornwall.gov.uk)

Web: [www.firesportuk.com/swimming](http://www.firesportuk.com/swimming)

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### Great Britain Diving Federation

N Mewse

Email: [Team@gbdf-Diving.com](mailto:Team@gbdf-Diving.com)

Web: [www.diving-gbdf.com](http://www.diving-gbdf.com)

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### RLSS

Email: [info@rlss.org.uk](mailto:info@rlss.org.uk)

Web: [www.rlss.org.uk](http://www.rlss.org.uk)

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## Clubs Directly Affiliated

### CSSC

H Gray

Email: [hilary.gray@cssc.co.uk](mailto:hilary.gray@cssc.co.uk)

Web: [www.cssc.co.uk](http://www.cssc.co.uk)

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## Leagues

### The National Swimming League

I Mackenzie, Honorary Secretary

Email: [secretary@nationalswimmingleague.org.uk](mailto:secretary@nationalswimmingleague.org.uk)

Web: [www.nationalswimmingleague.org.uk](http://www.nationalswimmingleague.org.uk)

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### British Water Polo League

C Ducker, General Secretary

Email: [chris.ducker@bwpl.org](mailto:chris.ducker@bwpl.org)

Web: [www.bwpl.org](http://www.bwpl.org)

---

### Junior Inter-league Swimming Competition

S Carden

Email: [secretary@juniorinterleague.co.uk](mailto:secretary@juniorinterleague.co.uk)

Web: [www.juniorinterleague.co.uk](http://www.juniorinterleague.co.uk)

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### The National Arena Junior Swimming League

I Mackenzie

Email: [ian@thenationalarenajuniorswimmingleague.org.uk](mailto:ian@thenationalarenajuniorswimmingleague.org.uk)

Web: [www.thenationalarenajuniorswimmingleague.org.uk](http://www.thenationalarenajuniorswimmingleague.org.uk)

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## Corporate Members

### Swiss Timing

Unit 1, Discovery Business Park, Brickfield Lane,  
Chandlers Ford, Hampshire SO53 4DP

Tel: 023 8027 4520

Email: [sales@swisstiming.co.uk](mailto:sales@swisstiming.co.uk)

Web: [www.swisstiming.co.uk](http://www.swisstiming.co.uk)

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## Useful addresses

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### **British Swimming**

SportPark, 3 Oakwood Drive, Loughborough,  
Leicestershire LE11 3QF  
Tel: 01509 618 700  
Web: [www.britishswimming.org](http://www.britishswimming.org)

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### **Howden Insurance**

Tricorn House, 51-53 Hagley Rd, Birmingham B16 8TP  
Tel: 0121 698 8000  
Email: [info@howdengroup.com](mailto:info@howdengroup.com)  
Web: [www.howdengroup.co.uk](http://www.howdengroup.co.uk)

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### **Sport England**

21 Bloomsbury Street, London WC1B 3HF  
Tel: 0845 850 8508  
Email: [info@sportengland.org](mailto:info@sportengland.org)  
Web: [www.sportengland.org](http://www.sportengland.org)

---

### **Sport and Recreation Alliance**

Holborn Tower, 137-145 High Holborn, London  
WC1V 6PL  
Tel: 020 7976 3900  
Email: [info@sportandrecreation.org.uk](mailto:info@sportandrecreation.org.uk)  
Web: [www.sportandrecreation.org.uk](http://www.sportandrecreation.org.uk)

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### **Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)**

3 Oakwood Drive, Loughborough LE11 3QF  
Tel: 01509 226 474  
Fax: 01509 226 475  
Email: [info@cimspa.co.uk](mailto:info@cimspa.co.uk)  
Web: [www.cimspa.co.uk](http://www.cimspa.co.uk)

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### **British Olympic Association**

60 Charlotte Street, London W1T 2NU  
Tel: 0207 8425 700  
Email: [boa@boa.org.uk](mailto:boa@boa.org.uk)  
Web: [www.teamgb.com](http://www.teamgb.com)

---

### **Commonwealth Games England**

The Dutch House, 307–308 High Holborn, London  
WC1V 7LL  
Tel: 020 7831 3444  
Email: [info@teamengland.org](mailto:info@teamengland.org)  
Web: [www.teamengland.org](http://www.teamengland.org)

---

### **British Para-Swimming Classification Enquiries**

Floor 2, St James' Building, 79 Oxford Street,  
Manchester M1 6FQ  
Tel: 0161 2445 332  
Email: [classification@swimming.org](mailto:classification@swimming.org)

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## Past and Present Officers

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### Metropolitan Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
1869	J Warrington	G H Vize	W W Ramsden
1870	S Bullett	J F Moultrie	H J Bradley
1871	"	J Cole	"
1872	H Woods	J Fawcitt	"
1873	H G Smith	"	W J Everton

### Swimming Association of Great Britain

Year	President	Hon. Treasurer	Hon. Secretary
1874	H G Smith	G Price	W J Everton
1875	A C Heeps	--	"
1876	--	--	A G Lupton
1877	R H Watson	A G Lupton	W W. Ramsden
1878	G Williams	"	"
1879	"	"	"
1880	H Davenport	"	H J Barron
1881	"	"	"
1882	"	"	"
1883	"	H F Strange	"
1884	H J Barron	C A Itter	H Weaver
1885	"	C J Davison	"

### Amateur Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
1886	A Clark	C J Davison	W W Ramsden
1887	Lord C Beresford	R. Sandon	E J Tackley
1888	"	"	"
1889	"	C E Macrae	"

### From 1890 the number of Clubs affiliated to the Amateur Swimming Association are listed

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Aff'td
1890	H Davenport	C Plumpton	E J Tackley	135
1891	"	"	"	182
1892	"	W J Read	"	207
1893	"	"	G Pragnell	240
1894	"	"	"	265
1895	W J Read	"	"	404
1896	H E Cashmore	J H Fisher	"	387
1897	G H Rope	"	"	428
1898	J H Fisher	"	"	432
1899	J F Herbert	"	"	447
1900	H Benjamin	"	"	469

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<b>Year</b>	<b>President</b>	<b>Hon. Treasurer</b>	<b>Hon. Secretary</b>	<b>Clubs Aff'td</b>
1901	R Williams	"	"	537
1902	H Thomsett	"	"	585
1903	G Pragnell	"	G W Hearn	624
1904	A Mosley	"	"	675
1905	W N Benjamin	"	"	741
1906	F Baxter	"	"	805
1907	J T Hincks	J H Fisher	G W Hearn	963
1908	W Hearn	"	H C Hurd	1073
1909	A Atkinson	"	"	1169
1910	E J Tackley	"	"	1276
1911	F R Edwards	"	"	1324
1912	F G Wraith	"	"	1369
1913	E W Jordan	"	T M Yeaden	1409
1914	H J Johnson	"	"	1468
1915	"	"	"	1423
1916/				
1918	"	"	"	--
1919	A St. P Cuffin	"	"	--
1920	W Hammond	"	"	875
1921	C N Milner	T M Yeaden	H. E. Fern CBE JP	1210
1922	R W Jones	"	"	1289
1923	A J Tucker	"	"	1331
1924	T M Yeaden	"	"	1313
1925	H T Bretton	"	"	1318
1926	F Isherwood JP	"	"	1363
1927	G Newton	"	"	1375
1928	W A H Buller	"	"	1380
1929	R A Colwill, OBE	"	"	1505
1930	H Crapper	"	"	1561
1931	W S Hankins OBE	"	"	1625
1932	F Harrison	"	"	1720
1933	T Jebb Lee	"	"	1729
1934	H E Fern CBE JP	"	"	1805
1935	R G Jordan	"	"	1856
1936	W H Darke	"	"	1969
1937	G T Evershed JP	R A Colwill OBE	"	1939
1938	J Hodgson	"	"	1976
1939/				
1945	H P Leverton	"	"	1981
1946	B W Cummings	"	"	305
1947	J D de Lancey	"	"	1070

<b>Year</b>	<b>President</b>	<b>Hon. Treasurer</b>	<b>Hon. Secretary</b>	<b>Clubs Aff'd</b>
1948	R J Pryde	"	"	1261
1949	A J Perring MBE	"	"	1419
1950	E Read TD MA	"	"	1488
1951	C W Plant	"	"	1563
1952	A M Austin	"	"	1605
1953	G De V Welchman CBE DSO	"	"	1598
1954	A Mothersdale	"	"	1592
1955	R Murray	G Matveieff	"	1607
1956	R Hodgson	"	"	1591
1957	K B Martin MBE	"	"	1622
1958	H Parker KCB KBE MC	"	"	1621
1959	C F Clark	"	"	1627
1960	H Dixon	"	"	1592
1961	A C Price	"	"	1657
1962	L H Koskie	"	"	1618
1963	H R Walker	"	"	1605
1964	G Matveieff	"	"	1587
1965	W T Tiver	"	"	1584
1966	N W Sarsfield OBE MC	C W Plant	"	1573
1967	E J Scott OBE MC	"	"	1585
1968	A Rawlinson MBE	A H Turner OBE AIB	"	1604
1969	J Jordan	"	"	1629
			<b>Secretary</b>	
1970	E W Keighley	"	N W Sarsfield OBE MC	1627
1971	T A Thorndale	"	"	1604
1972	J Wilson	"	"	1647
1973	C P Parkin	"	"	1648
1974	E Warrington MBE	"	"	1652
1975	M Rutter	"	"	1619
1976	G R Eddowes MBE	"	"	1636
1977	T Elsom-Rhymes	"	"	1744
1978	F W Latimer	"	"	1674
1979	J H Zimmermann	"	"	1704
1980	D F Scales JP	"	"	1703
1981	F E Collins	"	H W Hassall DPE DMS (Rec) FBIM	1717
1982	A H Turner OBE AIB	"	"	1705
1983	E E Warner	"	"	1703
1984	S W Margetts	"	"	1703
1985	R R Garforth	"	"	1683
1986	Y M Price	A M Clarkson FCA	D A Reeves	1690

<b>Year</b>	<b>President</b>	<b>Hon. Treasurer</b>	<b>Secretary</b>	<b>Clubs Aff'td</b>
1987	H Booth	"	"	1698
1988	T G Thomas	"	"	1684
1989	J J Lewis	"	"	1686
1990	E Dean	"	"	1709
1991	E Wilkinson	"	"	1680
1992	L G Howe	"	"	1669
1993	T H Cooper	"	"	1667
1994	R H George	"	"	1654
<b>Chief Executive</b>				
1995	T G. Handley	"	D Sparkes	1641
1996	P Jones	"	"	1651
1997	A M Clarkson FCA	"	"	1659
1998	J W E Leach	"	"	1562
1999	E Taylor	"	"	1611
2000	M Beard	"	"	1584
2001	D Toogood	Post Discontinued	"	1554
2002	B Eeles	"	"	1587
2003	J Cook	"	"	1537
2004	M Glover	"	"	1408
2005	A Clark	"	"	1503
2006	R Margetts	"	"	1242
2007	"	"	"	"
2008	A Donlan	"	"	1175
2009	K Grimshaw	"	"	1170
2010	J Russell	"	"	1150
2011	D Neate	"	"	1135
2012	R Gordon	"	"	1110
2013	J Grange	"	"	1117
<b>Chief Executive Officer</b>				
2014	S Rothwell	"	A Paker	1093
2015	R Hedger	"	"	1080
<b>Interim Chief Executive Officer</b>				
2016	J Bird	"	J M Nickerson	1073
<b>Chief Executive Officer</b>				
2017	A Reah	"	J M Nickerson	1066
2018	R Whitehead	"	"	1065
2019	E Skyes	"	"	1043
<b>Swim England</b>				
<b>Year</b>	<b>President</b>		<b>Chief Executive Officer</b>	<b>Clubs Aff'td</b>
2020	I Mackenzie	"	"	1043
2021	I Mackenzie	"	"	1025



# Code of Ethics and Child Welfare

Code of Ethics

Swim England Child Welfare Management Concern Procedure

SwimLine



## Code of Ethics

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### Terms of Reference

The content of this Code of Ethics applies to all those involved within the sports of swimming, diving, water polo, open water swimming and artistic swimming.

The Code of Ethics should be read in conjunction with the Codes of Conduct contained in Swim England's Child Safeguarding Policy and Procedures (Wavepower).

### Code of Ethics

All individuals within the Swim England aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all Swim England members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower.
- Adhere to the Codes of Conduct contained in Wavepower.
- Adhere to Swim England's Equality Policy.
- Adhere to the Rules and Regulations of Swim England.
- Adhere to the British Swimming Anti-Doping Rules.

## Reporting a Child Welfare Management Concern – The Procedure

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### Introduction and Purpose

Swim England is committed to ensuring that all children (at all times a person under the age of 18 years) who participate in our sports are able to take part in an enjoyable, safe environment and be safeguarded from harm. This Procedure is designed to provide an avenue for people to raise concerns they have about alleged instances where the management of concerns in clubs or in their activities falls short of providing a safe environment for children and/or where child welfare is not being promoted or managed appropriately. Child welfare includes concerns about abuse, maltreatment, risk of safety, and impairment of children's health or development. This Procedure sets out the method of dealing with a child welfare management concern when received from a parent, guardian, carer, child or other member.

All Swim England members should be aware and adhere to the policies and guidance contained in Wavepower, which can be found at [www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/](http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/) - Section 2.1 of Wavepower provides detailed advice on reacting, recording and reporting concerns.

**In all emergency situations where you believe a child has been harmed or is at risk of harm and you are unable to contact the club welfare officer or Swim England Safeguarding Team then immediate contact should be made with Police, Children's Social Care, Multi Agency Safeguarding Hub (MASH), NSPCC Child Protection Helpline or other agencies as appropriate. Take the name and contact details of the person you have spoken to and the incident/referral reference number (if applicable) so you have a record and report this to the club welfare officer and Swim England Safeguarding Team as soon as possible e.g. next working day.**

It should be remembered children are equally as entitled to express concerns as an adult is. Everyone within Swim England must be aware and ensure they have an understanding of the procedures for dealing with them in a child centred way whilst ensuring (i) these Procedures are followed; (ii) the child's rights are protected; and, most importantly (iii) the child's safety and wellbeing remains paramount. Equally, parents, guardians and carers of Swim England members must be assured that they will also be listened to and appropriate action taken if they have cause for concern.

Approximately 75% of Swim England members are under the age of 18. This means management concerns will often involve a child but will not be alleging a child has been harmed or is at risk of harm. The club welfare officer is not responsible for dealing with such non-child safeguarding management concerns although they may play a supporting role to ensure any child involved in a dispute is supported and able to give their version of events. Detailed guidance on other concerns for children is provided in Wavepower 2020-23 on page 36 and all club officers should follow this guidance in respect of a non-child safeguarding concern.

### Office of Judicial Administration ("OJA")

The Swim England Judicial Regulations, managed by the OJA, provide the procedure to raise a complaint for matters **other** than child welfare, for example, breaches of the Code of Ethics and accompanying Codes of Conduct and matters may be more appropriately raised under those Regulations.

### Why is this Procedure Necessary?

Adults often do not realise the impact their actions can cause children.

In return, children often do not realise that adults can find it difficult to recognise problems, which would cause a child to be worried or unhappy. A concern, which may appear minor to an adult, can be overwhelming for a child. Because of this, it is vital to encourage communication between adults and children not least to promote an environment whereby a child feels confident that they can let someone know their concerns and that these will be addressed.

The following is the recommended Procedure for dealing with a management concern in clubs or their activities made by, or on behalf of, a child and which a parent, guardian, carer, other individual or statutory agency may

make. At all times action should be immediate where possible and all stages outlined within the Procedure should be carried out within the timescale provided, where practicable.

It is important to acknowledge that a child welfare concern, from the point of view of someone under 18 years of age, will be something very important to them and potentially may have been causing them concern for some time.

**It is important that management concerns of this nature are dealt with at the earliest opportunity and as such the following Procedure should be a last resort and for matters that have been incapable of resolution.**

## The Procedure

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### **Step One – Informal Resolution Locally – Timescale: Immediate**

As an adult member of Swim England, if a management concern is drawn to your attention you must first assess whether it is appropriate for you to resolve it. In general terms, if it is relatively minor in its nature, not potentially a criminal act, if you are able to address the management concern, you should address it.

Ideally, if at all possible, you should consult your club welfare officer before embarking on any course of action.

Confidentiality must be maintained on a 'need to know basis' i.e. only the club welfare officer, child's parents and perhaps the coach, may need to know and no one else. Sometimes the information sharing may need to be extended to other relevant club personnel. The important factor is to keep the information restricted to as small a circle as possible. A secure record should be kept of the action taken.

### **Step Two – Resolution through Club Welfare Officer – Timescale: Intervention Seven Days or as soon as possible thereafter**

The primary role of the club welfare officer will be to resolve the management concern if at all possible.

A club welfare officer may have matters referred to them, for example, through **Step One** or have matters brought directly to their attention.

The Chairperson will consider the nature of the management concern and if they are able to, address it. It is anticipated that the Chairperson will be able to address issues such as minor code of conduct issue, poor practice and bullying through the club's own internal disputes processes or by following the advice and guidance in Wavepower. The club welfare officer can assist the Chairperson and guidance and support can be obtained from the ICPO and Safeguarding Team at any time.

If the assistance of the ICPO and / or Safeguarding Team is not sought before the issues are resolved, the management concerns and outcomes should be reported to the Safeguarding Team afterwards.

The club welfare officer should at all times be mindful of the support and guidance that can be accessed from the Safeguarding Team.

The Chairperson must:

1. Record the details of the management concern– what was the problem?
2. How it was resolved? The actions taken and by whom (the club welfare officer or others).
3. Observe confidentiality and secure storage of referral documentation (see appropriate policies within Wavepower).

### **Step Three – National Level – The ICPO – Timescale: Brief Review in three days or as soon as possible thereafter.**

The ICPO will have a right to be involved in any child welfare management concern, which the ICPO may review in consultation with the Head of Safeguarding, for example:

1. Where one party remains unhappy that the problem has not been resolved at Step One or Step Two.
2. Where a matter is brought to the ICPO's attention by a welfare officer at Steps One or Two.
3. At any stage, by direct referral to the ICPO by a member (child or adult), parent, guardian or carer of a member or statutory agency.

Once notified, the ICPO may conduct a brief overview, and determine whether a full Step 3 intervention is appropriate. If not, then suitable advice may be given to parties, including, potentially, for resolution under the Judicial Regulations via the OJA – see above.

The ICPO will liaise with the club welfare officer to ensure that the club is handling the child welfare management concern correctly. The club welfare officer will be responsible for ensuring that the club follows the ICPO's guidance. It is entirely a matter for the ICPO as to the level of involvement and the guidance given.

It may be that further/differing concerns emerge during the ICPO's involvement and the ICPO may decide the matter is then appropriate to be dealt with under the processes outlined in Wavepower.

At any point throughout the ICPO's involvement, the issues will be kept under regular review and a decision may be taken, including, but not limited to:

1. Implement a referral to a statutory agency;
2. Appoint an investigator to complete a fact-finding investigation under the Protocols for Child Safeguarding Investigations; or
3. Take such action as recommended by the ICPO (e.g. a direction that an individual be required to submit to a risk assessment.)

All clubs must note that if the guidance of the ICPO is not followed, the ICPO may complete a report to the Head of Safeguarding and may recommend that a Judicial Complaint is filed against the club under the Judicial Regulations. The basis of a Judicial Complaint will be that the club has failed to comply with the required level expected of Swim England clubs in complying with Child Safeguarding Procedures.

In the case of clubs with Swim Mark/Stronger affiliation accreditation (or some other such similar accreditation in place from time to time) the ICPO's Report may be submitted to the Swim England Clubs Team or an individual with responsibility for that accreditation in Swim England. The ICPO may recommend, including but not limited to, (i) ongoing monitoring of the club; (ii) highlight support needs for that club; or (iii) in certain cases recommend suspension / removal of that accreditation if it is believed the club has not met its accreditation requirements.

The above timescale provides an indication that within three days of accepting a child welfare management concern under Step 3, the ICPO will decide the level of their involvement and will inform all parties accordingly. The ICPO will have children's welfare as the main concern and will try to resolve the issues with that in mind. As a guide, the ICPO will try to achieve a successful resolution or to decide other appropriate action or to have concluded and closed the file within three months of the original referral.

Where a three month conclusion is not possible e.g. because of the involvement of a statutory agency, the ICPO will seek to keep the appropriate individuals informed of progress being made.

#### Note

**The ICPO's report and any determination contained therein is final. There is no avenue of appeal available under this Procedure.**

In the case of a decision being taken under Swim England's Child Protection Regulations 241 et al i.e. a suspension for a specified term imposed by the Chief Executive (capable of appeal) the parties are referred to Regulation 241 available [here](#).

**Failure to comply** with this Procedure may result in a recommendation from the ICPO that a club is not meeting its child safeguarding obligations. This may result in a formal Judicial Complaint or other action being taken under Swim England's Child Safeguarding Regulations 241 et al.

It is possible for a child welfare management concern to amount to a breach of Swim England Regulations or of the Code of Ethics and for a Judicial Complaint to be filed for the same set of circumstances. **Where a Judicial Complaint is filed with the OJA and a Child Welfare Management Concern exists, the child welfare matter will take precedence.**

This Procedure is subject to continuous review and amendment as best practice evolves and accordingly Swim England reserves the right in particular cases to depart from the above Procedures where it is deemed to be appropriate by the ICPO in consultation with the Head of Safeguarding.

Review Date: December 2016

Reviewed by: ICPO, Head of Legal Affairs, National Child Safeguarding Manager

Next Review: February 2020 (Pandemic impact)

Review Date: November 2020

Reviewed by: Director of Legal and Governance (Head of Safeguarding), ICPO, National Safeguarding Manager, National Safeguarding Officer

Next Review: February 2022

## SwimLine

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### Who is SwimLine for?

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you and you don't know who to discuss this with.

### Who will take the calls and what happens?

When you ring you will hear a message. This will explain that if you wish to speak to someone urgently – or it would not be convenient or safe for someone to call you back – you can press a number to transfer straight to the NSPCC Child Protection Helpline. This will be answered by trained and experienced counsellors who will advise you and will act to protect children.

If there is no problem with someone calling back and you wish to speak to someone who understands swimming, you will need to leave your telephone number and a time convenient for the Swim England Safeguarding Team to ring you back. If there is an issue which causes concern, Swim England will act to protect the child.

### Other things you should know

SwimLine calls are free and do not appear on itemised bills unless the call is made from a mobile phone. SwimLine does not use the 1471 code or any other call return or call display facilities. If you leave a message we aim to ring back during the next working day. If you phone over the weekend we will aim to contact you on Monday.

**You can call SwimLine on 0808 100 4001.**

**You can call the NSPCC Child Protection Helpline direct on 0808 800 5000.**

This line is open for 24 hours each day and calls are free of charge.

**If you have a Textphone you can call the NSPCC Textphone on 0800 056 0566.**

Comments and suggestions on how we can improve this service are welcome.  
Swim England, 4th Floor, Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough University, Loughborough, LE11 3QF

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# Regulations and Technical Rules

Company Regulations

General Regulations

Judicial Regulations for the Judicial System

Judicial Regulations for the Operation of the Judicial System

General Regulations (continued)

Technical Rules

Certificate of Swimming Disability

Regulations for the Payment of Expenses



## Company Regulations

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### 1. General

#### 1.1 The Amateur Swimming Association (Swim England) Limited

##### 1.1.1 Status

The Amateur Swimming Association (Swim England) Limited (“the Company”) is a charitable company limited by guarantee and is governed by its Articles which must be read in conjunction with these Company Regulations.

In the case of any contradiction between these Company Regulations and the Articles, the Articles shall take precedence.

Any activities taking place in the name of the Company or Swim England (the trading name of the Company) must conform to the Articles, the Company Regulations, the General Regulations, the Judicial Regulations and the Technical Rules.

##### 1.1.2 Governance

The Company is structured as follows:

**1.1.2.1** Board – the directors and charity trustees of the Company.

**1.1.2.2** Members’ Forum - the voting company law members of the Company appointed by the Regions as set out in the Articles.

**1.1.2.3** Regions – the regional branches of the Company that are separately constituted and operate in accordance with the Articles and these Company Regulations.

**1.1.2.4** Affiliates – organisations affiliated to the Company in accordance with Company Regulation 5.1.

**1.1.2.5** Wider Members – individual members of the Company as referred to in Company Regulation 5.2.

For the avoidance of doubt: Regions, Affiliates and Wider Members are not voting company law members of the Company.

##### 1.1.3 Amending these Company Regulations

The Board shall require the approval of the Members’ Forum (ordinary resolution) to any amendment to the Company Regulations 1-20.

#### 1.2 Definitions in these Company Regulations

The definitions in the Articles apply to these Company Regulations, together with the following additional definitions:

**1.2.1** ‘Company’ shall mean Amateur Swimming Association (Swim England) Limited (referred to in the Articles and these Company Regulations as “the Company”).

**1.2.2** ‘England’ shall be defined as including the Isle of Man and Channel Islands.

**1.2.3** ‘FINA’ shall mean Federation Internationale de Natation.

**1.2.4** ‘LEN’ shall mean Ligue Européenne de Natation.

**1.2.5** ‘British Swimming’ shall mean British Swimming Limited.

**1.2.6** ‘Region’ shall mean one of the eight Regions as defined in Regulation 2.

**1.2.7** ‘Company Regulations’ shall include the Company Regulations numbered from 1 to 20.

- 1.2.8** General Regulations shall include the General Regulations numbered from 41 to 99 and 201 to 499.
- 1.2.9** Judicial Regulations shall include the Judicial Regulations numbered from 100 to 199
- 1.2.10** 'Technical Rules' shall include the Technical Rules numbered from 501 to 1200.
- 1.2.11** 'Swim England Regulations' shall include Company Regulations, General Regulations and Judicial Regulations.
- 1.2.12** 'Swimmer' shall include diver, artistic swimmer and water polo player unless the context indicates the contrary.
- 1.2.13** 'sport of swimming' shall include diving, artistic swimming and water polo unless the context indicates otherwise.
- 1.2.14** Words using the masculine gender shall include the feminine and vice versa.
- 1.2.15** Words of the singular shall include the plural and vice versa.
- 1.2.16** artistic and synchronised are used interchangeably.

### **1.3 Application of Regulations**

It shall be a condition of affiliation or membership that all Regions, members of the Members' Forum, Affiliates and Wider Members (including affiliated clubs, organisations, associations, bodies and individual members) shall be subject to and bound by any Articles, Company Regulations, General Regulations, Judicial Regulations and Technical Rules of the Company or any rules of British Swimming which may from time to time apply to them.

## **2. Regions**

- 2.1** For the convenient administration of the sport, management and administration shall be divided into eight Regions.
- 2.2** The **Swim England London Region** shall comprise the City of London and the Greater London Boroughs of Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth and Westminster.
- 2.3** The other seven Regions shall exclude the Greater London Boroughs and shall be known and comprised as follows:
  - 2.3.1** **Swim England East Region** –the Counties of **Bedfordshire, Cambridgeshire, Hertfordshire, Norfolk, Suffolk** and **Essex**;
  - 2.3.2** **Swim England East Midland Region** – the Counties of **Derbyshire, Leicestershire including Rutland, Northamptonshire, Nottinghamshire and Lincolnshire** excluding those parts covered by the Unitary Authorities of North East Lincolnshire and North Lincolnshire;
  - 2.3.3** **Swim England North East** – the Counties of **Durham, Northumberland** and **Yorkshire**; and those parts of **Lincolnshire** covered by the Unitary Authorities of North East Lincolnshire and North Lincolnshire;
  - 2.3.4** **Swim England North West** – the Counties of **Cheshire, Cumbria and Lancashire** including the Crown Dependency of the **Isle of Man**;

**2.3.5 Swim England South East Region** – the Counties of **Berkshire, Buckinghamshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, Sussex**, and the Crown Dependencies of the **Channel Islands**;

**2.3.6 Swim England South West Region** – the Counties of **Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire**;

**2.3.7 Swim England West Midlands** – the Counties of **Herefordshire, Shropshire, Staffordshire, Warwickshire and Worcestershire**.

### **3. Powers and Responsibilities of Regions**

#### **3.1 General**

##### **3.1.1 Each Region shall:**

- 3.1.1.1** be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Company;
- 3.1.1.2** observe the Articles, Company Regulations, General Regulations, Judicial Regulations and Technical Rules of the Company and ensure that they are observed within its jurisdiction;
- 3.1.1.3** follow the resolutions and rulings of the Board and/or Members' Forum and ensure that they are followed within its jurisdiction;
- 3.1.1.4** be accountable to the Company for the proper discharge of its functions.

#### **3.2 Administration and Finance**

**3.2.1** Each Region shall be responsible for managing the sport within its boundaries subject to the strategic direction of the Company and as such shall:

- 3.2.1.1** determine the uses to which its funds are allocated within the national strategic criteria set by the Company;
- 3.2.1.2** set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the national strategic criteria set by the Company;
- 3.2.1.3** set up and implement a Development Plan based on the national strategic criteria set by the Company;
- 3.2.1.4** have the authority to set the Regional element of the affiliation and membership fees due from each of the clubs affiliated to it;
- 3.2.1.5** administer, as required, the operation of affiliation and membership processes and the collection and transfer, where applicable, of fees for the Company, the Region and the County Associations within the Region.

#### **3.3 Accountability**

##### **3.3.1 Each Region shall:**

- 3.3.1.1** from time to time produce Business and Development Plans;
- 3.3.1.2** keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet.

#### **4. Standard constitutions and model rules**

- 4.1** Standard constitutions for Regions and clubs shall be issued and reviewed from time to time by the Board. These shall embody the principles of:
- 4.1.1** transparent financial accounting;
  - 4.1.2** a democratic system with clear roles and responsibilities and accountability;
  - 4.1.3** a fair and open disciplinary system for dealing with internal disciplinary matters, conforming with Judicial Regulations 150 to 155 inclusive.
- 4.2** Each Region and club affiliated to a Region shall issue rules and operate on the basis of a standard constitution appropriate to its status which:
- 4.2.1** may contain mandatory provisions in respect of any parts of the governance and administration of the Region or club;
  - 4.2.2** may contain recommended provisions in respect of the other parts of the governance of and administration of and any other matter appertaining to the Region or club.
- 4.3** Each organisation, association and body affiliated to the Company shall issue rules and operate on a basis which follows those model rules appropriate to its status and constraints.

#### **5. Affiliation and Wider Membership**

**5.1 The Company shall comprise the following categories of Affiliation:**

- 5.1.1** clubs affiliated to Regions;
- 5.1.2** associated organisations affiliated to Regions;
- 5.1.3** corporate organisations;
- 5.1.4** associate associations;
- 5.1.5** affiliated bodies;
- 5.1.6** clubs, bodies, associations or organisations temporarily affiliated under the provisions of General Regulation 56.

**5.2 The Company shall comprise the following categories of Wider Membership:**

- 5.2.1** individual members of clubs which are affiliated to a Region and for whom the Company Membership Fee has been paid;
- 5.2.2** individual members of associated organisations affiliated to a Region and for whom the Company Membership Fee has been paid;
- 5.2.3** individuals granted temporary membership under the provisions of General Regulation 56.

#### **6. Clubs**

- 6.1** In order to be affiliated to a Region, a club must comprise a group of people who join together for the common purpose of taking part in swimming related activities and must be organised and managed on a democratic basis. A school which affiliates as a club shall be exempt from the requirement to be organised and managed on a democratic basis provided its membership is confined to its pupils.
- 6.2** A club shall affiliate only to the Region in which its headquarters are situated which shall be defined as the principal location where the club's swimming related activities take place.

- 6.3** A club whose headquarters is overseas and whose members have British citizenship shall be eligible to affiliate direct to the Company upon payment of an annual fee to be fixed by the Board in line with its resource requirements. Such an affiliation shall not confer the normal rights and privileges of an affiliated club.
- 6.4** A club that is affiliated to a Region shall automatically also be affiliated to the County within which the principal location where the club's swimming activities take place is situated, and shall be liable for any affiliation fee set by that County.
- 6.5** A club shall not be permitted to remain affiliated to any Region if the club's total fee, including affiliation and membership fees, has not been paid to the Company or the Region if required by 28 February and each Region and County as appropriate shall include in its rules provisions to the effect that the affiliation of such a club to the Region or County shall be suspended until such time as those liabilities and the additional fee levied under General Regulation 47 are all discharged.
- 6.6** A club member is any individual, or each individual member of a group (e.g. family), that has applied for, and been accepted into, membership by the club and whose membership has not lapsed or been terminated.
- 6.7** No club may prevent a member from belonging to or competing for another club.
- 6.8** No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.

## **7. Funds**

All funds or other property of the Company shall be applied to the furtherance of the objects of the Company in accordance with its Articles.

## **8. Deliberately left blank**

## **9. Members' Forum of the Company – Appointment and Attendance at general meetings**

- 9.1** No member of the Independent Disciplinary and Dispute Resolution Panel or the Independent Disciplinary and Dispute Resolution Appeals Panel shall be eligible to be a member of Members' Forum.

The Regions shall appoint the members of the Members' Forum in accordance with the Articles.

- 9.2** The following shall be entitled to attend meetings of the Members' Forum and may speak but may not vote unless they have been elected to the Members' Forum by a Region:

- President, Vice President and members of the Board of the Company.
- The Chair of the Independent Disciplinary and Dispute Resolution Appeals Panel
- The Secretary of the Rules Committee.
- A duly appointed representative of any body affiliated directly to the Company under General Regulation 55.

## **10. Requisitioning a general meeting**

- 10.1** 5% of the members of the Members' Forum may at any time lodge a requisition requiring the directors to convene a general meeting. The requisition must state the general nature of the business to be dealt with at the meeting and may include the text of resolutions to be proposed.
- 10.2** Within 21 days of receipt of a valid requisition, the directors must give notice of at least 28 days of a meeting to be held.

**11.** Deliberately left blank

**12.** Deliberately left blank

**13. Office Holders**

**13.1** The Members' Forum shall at its annual general meeting appoint in accordance with the protocols for elections and appointments as specified in the General Regulations:

**13.1.1** the President;

**13.1.2** the Vice President;

**13.1.3** the eight members of the Judicial Appointments Panel;

**13.1.4** the Judicial Commissioner General Meetings of the Members' Forum.

**General Meetings of the Members' Forum**

14. Meetings of the Members' Forum shall be governed by company law.
15. Deliberately left blank
16. All decisions of general meetings shall be binding on Regions, affiliated clubs, associate associations and affiliated bodies.
17. Deliberately left blank
18. For the avoidance of doubt, the Board shall have no power to interfere with the election of Regional Officers or representatives, and shall have no jurisdiction over, nor shall there be any appeal from, the decisions of a regional council on matters which concern the said Region and which are covered by the rules of the said Region and which are not covered by, nor in conflict with, the Articles or Regulations of the Company.
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## **20. Swim England Qualifications Board (“Qualifications Board”)**

### **20.1 Role**

The role of the Qualifications Board is to:

- 20.1.1** review, challenge and support the business objectives as identified within the Qualifications Board;
- 20.1.2** ensure that the qualification processes and practices are compliant with Ofqual and other applicable regulatory requirements.

### **20.2 Composition**

- 20.2.1** The Qualifications Board shall be comprised of up to seven members inclusive of the Chair, the responsible officer, an individual nominated by the Swim England Board and up to four independent members, but not less than two independent members.
- 20.2.2** One of the independent members shall be elected as the vice Chair of the Qualifications Board.
- 20.2.3** The Qualifications Board may, at its discretion and within reason, invite appropriate individuals to attend Qualifications Board meetings for the purpose of providing updates on areas of interest and concern.
- 20.2.4** The term of office for all members of the Qualifications Board will be four years.
- 20.2.5** A Qualifications Board member may serve a maximum of two consecutive terms before a mandatory four year break.
- 20.2.6** In exceptional cases, a third term may be allowed by Members’ Forum on the recommendation of the Nominations Committee (e.g. where a member has to complete a business critical project or Qualifications Board initiative).
- 20.2.7** Every year the position of one independent member will be put forward for election by the Members’ Forum.
- 20.2.8** In the third/fourth year (dependent on independent member membership) the position of the Chair will be put forward for election.
- 20.2.9** The responsible officer is not subject to retirement by rotation.

### **20.3 Meetings of the Qualifications Board**

- 20.3.1** The Qualifications Board shall meet as required to fulfil its obligations.
- 20.3.2** The Chair shall give at least 21 days written notice of each meeting.
- 20.3.3** 50% of those entitled to attend and vote shall form a quorum at any meeting.

### **20.4 Duties**

- 20.4.1** The Qualifications Board shall carry out any specific duty requested by Members’ Forum.
- 20.4.2** The Qualifications Board shall carry out the duties set out in the terms of reference as approved by the Members’ Forum from time to time.

## General Regulations

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### 43. Definitions

**43.1** These General Regulations are to be read in conjunction with the Articles, the Company Regulations, the Judicial Regulations and the Technical Rules of Swim England.

**43.2** The definitions in the Company Regulations (1.2) shall apply to these General Regulations.

**43.3** Regulation numbering shall refer to the Company Regulations, General Regulations or Judicial Regulations as appropriate.

### 44. Procedures for proposals to change General Regulations, Judicial Regulations and Technical Rules

**44.1** A proposal to change a General Regulation or Technical Rule may be made by:

**44.1.1** a member of the Members' Forum;

**44.1.2** a member of the Board;

**44.1.3** the Sport Operations Committee or the Rules Committee and it must appear in the minutes of that committee submitted to the Board for approval.

Any such proposals must reach the Chief Executive Officer at least 16 working days prior to a Board meeting except that if in the opinion of two-thirds of the Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

Acceptance, modification or rejection of a proposal is at the Board's discretion.

**44.2** A proposal to change a Judicial Regulation may be made by a club member, club, body, Region or organisation affiliated to Swim England or by a committee or group set up under the Articles. Any such proposal shall be considered by the Judicial Management Group set up under Regulation 79 unless emanating from it. It shall only be considered by the Board if it is supported by the Judicial Management Group and is recorded in the minutes of that group submitted to the Board for approval at least 16 working days prior to the relevant meeting except that if in the opinion of two-thirds of the Board the matter is considered to be of sufficient importance or urgency it may be decided even if submitted after this date.

### 45. Interpretation of Swim England Regulations

**45.1** When interpretation of a Swim England Regulation or a rule governing Swim England championships is required, or when any matter arises which is not covered by Swim England Regulations, it shall be referred to the Board whose decision shall be immediately effective.

**45.2** If any question arises concerning a conflict between the Swim England Regulations and/or the rules of a Region and/or County Association it shall be referred to the Board, whose decision is subject to the approval at the next General Meeting.

**45.3** Nothing in the preceding sections shall prevent a referee or a water polo delegate deciding a protest or a Jury of Appeal deciding a protest appeal or a Disciplinary Committee, arbitrator or an Arbitration Committee deciding a complaint or a protest appeal or an Appeal Committee deciding an appeal or water polo appeal based on the interpretation of the relevant Regulations or Technical Rules by that person or body.

## **46. Club membership**

- 46.1** It shall be the responsibility of every club to ensure that the persons holding the following offices or positions are members of the club and are included in the club's Annual Return of club membership:
- 46.1.1** its President and Vice Presidents irrespective of whether they were members of the club prior to their election;
  - 46.1.2** its officers and committee members irrespective of whether they were members of the club prior to their election;
  - 46.1.3** its voluntary instructors and coaches.
- 46.2** It shall be the responsibility of every club to ensure that:
- 46.2.1** all its members are bound by the Code of Ethics;
  - 46.2.2** all its paid instructors or coaches, who are not members of the club, whether employed by the club or any other body or organisation or self employed, are members of a body or association which accepts that its members are bound by Swim England's Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations;
  - 46.2.3** any action taken under Swim England Regulations shall proceed on the presumption that these responsibilities have been discharged.

## **47. Annual Return of club membership and registrations**

- 47.1** Each club shall send to Swim England or to their Region if required a return of its membership not later than 28 February in each year (the Annual Return). This shall include all members, and shall be divided into the following categories:
- 47.1.1** Category One shall include all members of any age who are learning to swim or who are swimmers at any level of ability, who do not compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3;
  - 47.1.2** Category Two shall include all members of any age who compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3;
  - 47.1.3** Category Three shall include all members of any age who are not in Categories One or Two including, but not being limited to, a parent of or a person with parental responsibility for a member in Categories One or Two; administrators; associate members; coaches; helpers; honorary members; life members; officers; presidents; qualified officials of any discipline; patrons; teachers; temporary members; vice presidents and verifiers or tutors of Swim England's educational certificates.
- 47.2** Organisations affiliated under Regulation 52.2 including without limitation Schools Swimming Associations and individual schools shall not be required to make a return of membership.
- 47.3** All persons who are members in the current year shall be included in the Annual Return.
- 47.4** Those persons included in the Annual Return and any person initiating membership on or before 31 December and after any person's club's Annual Return of membership has been submitted shall pay, or have paid by the club on their behalf, a membership fee to Swim England, or to their Region if required.

- 47.4.1** The amount of the fee shall normally be set so that the total income to Swim England from the membership fees increases annually on an index linked basis.
  - 47.4.2** The amount of the fee, which may be different for each category of membership, shall be decided by the Board by 31 July in the preceding year. This shall be paid to Swim England, or to the Region if required, and the club's Annual Return submitted not later than 28 February. The affiliation of a club failing to comply shall be suspended with immediate effect. An additional fee equal to 10 per cent of the total of the membership fees the club paid in the previous membership year, or the sum of £50.00, whichever is the greater must be paid before a club whose affiliation has been suspended under Regulation 6.5 is reinstated.
  - 47.4.3** The fee shall be payable by a club only for those members included on the membership return whose unbroken membership of that club is longer than their unbroken membership of any other club.
  - 47.4.4** For Category Two the membership fee shall include registration as a competitor. These persons may be referred to as Registered Competitors.
  - 47.4.5** The membership fee shall include, for persons with an appropriate qualification, registration as an official.
  - 47.4.6** Only one fee, which shall be the highest for which they are liable, shall be payable for any one member.
- 47.5** Those persons who are bona fide members of affiliated clubs shall be regarded as members of Swim England for the purposes of third party and personal accident insurance effected by Swim England for the protection of affiliated clubs and members thereof. Casual helpers, who are not members of Swim England and are not included in the Annual Return, will be covered by the third-party insurance only.
- 47.6** The membership year shall be the calendar year: the registrations of all competitors and officials shall lapse on 28 February each year unless renewed before that date.
- 47.7** Membership may be initiated or the details amended at any time during the year and shall be effective from the date on which a correct form, either the paper registration form or via the online membership system, is received and recorded by Swim England.
- 47.7.1** Any person initiating membership on or before 30 September and after their club's Annual Return of membership has been submitted shall be charged the full fee for that year for the appropriate category of membership. Any person initiating membership from 1 October to 31 December inclusive shall be charged 50 per cent of the appropriate fee except in the calendar year 2021 when the full fee shall be charged.
  - 47.7.2** Any member changing their category of membership on or before 30 September shall be charged any additional fee for that year due for the new category of membership. Any person changing their category of membership from 1 October to 31 December inclusive shall be charged 50 per cent of the additional fee except in the calendar year 2021 when the full fee shall be charged.
  - 47.7.3** Any member changing their category of membership at any time after their club's Annual Return of membership has been submitted shall not be refunded any part of a fee already paid for that year for the original category of membership.

## **48. FINA Rules**

- 48.1** As a constituent association of British Swimming Limited Swim England accepts FINA Rules for International Relations and Unauthorised Relations, but these do not apply to its relations with other members of British Swimming.

#### **49. FINA Rules – Unauthorised Relations**

- 49.1** No affiliated club, association, body or organisation shall have any kind of swimming relationship with a club, association, body or organisation which is suspended by FINA, LEN, Swim England, Scottish Swimming, Swim Wales or a federation affiliated to FINA.

#### **50. Eligibility**

- 50.1** To be eligible to compete all competitors shall be registered with Swim England except as provided by Regulation 321.2.
- 50.2** A member shall not compete against a person ineligible to compete, except in events confined to swimmers with a disability, events or series of events organised under temporary affiliation and/or temporary memberships granted by Swim England and life saving competitions approved by Swim England. Breaches of this Regulation shall be dealt with under the Judicial Regulations.
- 50.3** The Board may produce and publish from time to time a list of events, or type of event, for which Regulation 50.2 does not apply.

#### **51. Accreditation**

- 51.1** All tutors and verifiers of the Swim England's educational certificates shall be accredited by Swim England according to any policies and procedures published by Swim England.
- 51.2** All such accredited persons shall consent to be bound whilst engaged in any swimming related activities by the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.
- 51.3** Accreditation shall not of itself confer any other benefit of Swim England membership.

#### **52. Associated organisations**

This category of affiliation may be granted by a Region to organisations on conditions and at such fees as may be determined by that Region. Except as provided in this Regulation 52 for Masters competitors and for individual non-competitor members for whom the appropriate Swim England membership fee has been paid, the affiliation of one of these organisations shall not confer on its members individual membership of Swim England nor, in any case, the right to compete in open competitions other than those confined to the members of the organisation. An associated organisation shall, as part of its affiliation, accept that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations but, other than those for whom the appropriate Swim England membership fee has been paid, shall not receive any other benefit of Swim England membership.

##### **52.1 County Associations, Local Associations and Leagues**

- 52.1.1** A County Association shall be defined as an association of clubs each of which is affiliated to Swim England through any Region, all with headquarters within the same swimming county which operates in one or more Regions.
- 52.1.2** A Local Association shall be defined as an association of clubs each of which is affiliated to Swim England through any Region, all with headquarters within an area agreed by the Region to which the Local Association is affiliated, which must be the one in which the majority of its clubs are situated.

**52.1.3** A league in any discipline of the sport, other than one promoted by a Region, County or Local Association and confined to the members thereof, shall affiliate to the Region in which its headquarters is situated or to which the majority of its clubs are affiliated, except that if the scope of its activities makes affiliation to a Region inappropriate a league may apply to affiliate directly to Swim England. All the member clubs of any league shall be affiliated to a Region or to Scottish Swimming or Swim Wales or to a national federation affiliated to the FINA. An affiliated club shall not take part in a League which is not in accordance with this Regulation.

## **52.2 Other organisations**

**52.2.1** A Schools Swimming Association shall be defined as an organisation which consists solely of schools. It may only affiliate to the Region in which most of its affiliated schools are located.

**52.2.2** Schools, colleges and similar organisations which may have a large membership of individuals, not all of whom may take part in swimming, may affiliate to a Region. If, however, they wish to take part in open competitions with affiliated clubs, they must affiliate as clubs, including in their Annual Return only those members who are likely to be involved in open competitions. If the organisation does not affiliate as a club, its individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.

**52.2.3** Clubs, swim schools or other organisations which operate solely for the purpose of teaching swimming on a non-profit making basis may affiliate to the Region in which the majority of their operations take place.

**52.2.4** Swim schools or other organisations which operate solely for the purpose of teaching swimming on a profit making basis may affiliate directly to Swim England.

**52.2.5** Other organisations which operate on a profit making basis may affiliate to a Region in which the majority of their operations take place. Their individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.

## **53. Corporate organisations**

Where its activities make affiliation to a Region inappropriate an organisation may apply to affiliate directly to Swim England. A corporate organisation shall, as part of its affiliation, accept that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the General Regulations relating to Child Safeguarding and the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive any other benefit of Swim England membership. Corporate organisations may not have any form of individual membership which includes membership of Swim England.

The affiliation shall be reviewed annually by the Board and comprise the following categories:

**53.1** non profit making organisations: A copy of the rules of the organisation must accompany the application, and any change of rules thereafter must be approved by Swim England. The affiliation fee shall become due on 1 January, each year and shall be reviewed annually by the Board;

**53.2** commercial organisations: This category of membership may be granted by the Board to an organisation that has expressed a desire to be part of 'the swimming family' under such terms and conditions as may be mutually agreed between the organisation and the Board.

## **54. Associate Association**

- 54.1** The Institute of Swimming shall be an Associate Association.
- 54.2** Members of the Institute of Swimming, through their membership, shall be deemed to be members of Swim England subject to the limitations that they shall be bound by the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive any other benefit of Swim England membership solely by virtue of membership of the Institute of Swimming.

## **55. Directly Affiliated Bodies**

- 55.1** When the scope of its activities make affiliation to a Region inappropriate a body may apply to affiliate directly to Swim England. An Affiliated Body shall, as part of its affiliation, accept and incorporate in its Rules that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations but other than those for whom the appropriate Swim England membership fee has been paid, shall not receive any other benefit of Swim England membership. An Affiliated Body may not have any form of individual membership which includes membership of Swim England except as provided under Regulation 55.4.
- 55.2** A copy of the rules of the body must accompany the application and any change of rules thereafter must be notified to Swim England.
- 55.3** The affiliation fee must be fixed by the Board at its July meeting each year, becomes due on 1 January the following year and shall be payable to Swim England. The membership year shall be the calendar year.
- 55.4 Competition**
- 55.4.1** Individual members of a body affiliated under this Regulation 55 may be permitted to compete in Masters events and/or concurrent senior age group events always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.
- 55.4.2** In addition to the provisions of Regulation 55.4.1, individual persons attending for full-time education at a college, university or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to Swim England under this Regulation 55 may enter and compete in any discipline in any event promoted wholly or partly by a county or Region provided that:
- 55.4.2.1** for closed events the individual entering the event is based at a campus of the college, university or similar institution within any area prescribed in the promoter's conditions for the event;
- 55.4.2.2** the appropriate Swim England membership fee as a competitor has been paid for each one competing.
- 55.4.3** In addition to the provisions of Regulations 55.4.1 and/or 55.4.2, individual persons attending for full time education at a college, university or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to Swim England under this Regulation 55:

- 55.4.3.1** may enter and compete in:
  - 55.4.3.1.1** any open Masters events and/or concurrent senior age group events promoted wholly or partly by Swim England, a county, Region or British Swimming;
  - 55.4.3.1.2** any open Open Water event promoted wholly or partly by Swim England, a county, Region or British Swimming;
  - 55.4.3.1.3** any other open or closed Masters events and/or concurrent senior age group events where the promoter has previously agreed to accept such entries;
  - 55.4.3.1.4** any other open or closed Open Water events where the promoter has previously agreed to accept such entries.
- 55.4.3.2** provided that the person:
  - 55.4.3.2.1** is not otherwise a member of a Swim England affiliated club;
  - 55.4.3.2.2** entering closed events is based at a campus of the college, university or similar institution within any area prescribed in the promoter's conditions for the event;
  - 55.4.3.2.3** has paid the appropriate Swim England Student Competitor membership fee;
  - 55.4.3.2.4** may not rely on the affiliation nor on any performance in an event entered under this Regulation 55.4.3 as a criterion of selection for any representative English or British team.

For the purposes of this Regulation 55.4 only, a body affiliated directly to Swim England shall have the responsibilities and privileges of an affiliated club.

## **56. Temporary membership and affiliation**

**56.1** Temporary membership of Swim England may be granted to the participants in a specified event or series of events and, if required, temporary affiliation may be granted to the promoting body provided that:

- 56.1.1** the event or series of events is:
  - 56.1.1.1** organised by a responsible club, association, body or organisation;
  - 56.1.1.2** pursuant to a suitable sporting or health initiative;
  - 56.1.1.3** operated under specified conditions which shall include, but not be limited to:
    - 56.1.1.3.1** compliance with all applicable Swim England Regulations and Technical Rules subject to any specific dispensations which may be granted in relation to the event or series of events;
    - 56.1.1.3.2** compliance by all participants (whether or not fully paid up Swim England members) with the Swim England Child Safeguarding Policy and Procedures, Swim England Regulations and Technical Rules and all applicable Swim England health and safety requirements in relation to the event or series of events;
    - 56.1.1.3.3** participation with fully paid up Swim England members to be the only benefit from the grant of temporary membership that the participants shall receive.



**56.1.2** all the participants in such an event or series of events (whether or not fully paid up Swim England members) agree, in writing, to be bound by the conditions specified in the grant.

**56.2** Temporary membership of Swim England in Category Two for a specified event may be granted to any individual who is not a member of an affiliated club and who wishes to participate in any discipline in an open event under the jurisdiction of Swim England at any level up to and including national events,

**56.2.1** provided that:

**56.2.1.1** the promoter's conditions do not prevent his or her entry to the specified event(s);

**56.2.1.2** the appropriate application form has been submitted with the required fee and approved by Swim England before the closing date for entries for the first event in any calendar year to be covered by the temporary membership;

**56.2.1.3** the temporary membership may be renewed for further events within the same calendar year on payment of a further fee for each event.

**56.2.2** A temporary membership granted under this Regulation 56.2 shall carry the full benefits and limitations of Category Two membership, only for the period and matters normally associated with the event(s) covered.

**56.3** Temporary membership of Swim England in Category Three may be granted to any bona fide individual who is not a member of an affiliated club and who wishes to volunteer to assist Swim England in any capacity,

**56.3.1** provided that:

**56.3.1.1** the appropriate application form has been completed and submitted with the required fee(s) to Swim England before the temporary membership becomes effective;

**56.3.1.2** the maximum period of this temporary membership shall be from the date that the initial grant is recorded to the end of the same membership year;

**56.3.2** a temporary membership granted under this Regulation 56.3 shall carry the full benefits and limitations of Category Three membership only for the period of the temporary membership.

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**58. Protocols for elections and appointments made at General Meetings**

**58.1 The Vice President shall:**

**58.1.1** be nominated by the Regions and the Board in the following rotation: North East; London; West Midland; East; East Midland; North West; South East; the Board and South West. The nomination shall be approved by the Annual Council Meeting of the Region, if applicable, and submitted to the Chief Executive Officer at least 14 days before the Swim England Annual General Meeting. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for the immediately previous year shall be made by the Board and the remaining regional nominations in the nine year rotation shall be displaced as necessary to permit that nomination;

**58.1.2** take office from when his or her election is made at the Annual General Meeting and shall remain in office until his or her successor is elected.

**58.2 The President shall:**

- 58.2.1** be nominated by the Regions and the Board in the following rotation: South West; North East; London; West Midland; East; East Midland; North West; South East and the Board. The nomination shall be approved by the Annual Council Meeting of the Region, if applicable. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for that year shall be made by the Board and the remaining regional nominations in the nine-year rotation shall be displaced as necessary to permit that nomination;
- 58.2.2** be the retiring Vice President unless his or her resignation, death or a decision of the Annual Council Meeting of the Region or the Board which nominated the President as Vice President to nominate another person on a resolution passed by four-fifths of those present and voting, prevents it;
- 58.2.3** take office from when his or her election is made at the Annual General Meeting and shall remain in office until his or her successor is elected;
- 58.2.4** represent Swim England where a ceremonial presence is required.

**58.4 The eight members of the Judicial Appointments Panel shall:**

- 58.4.1** be nominated by an affiliated club, body, organisation, County Association or Region;
- 58.4.2** each be from a different Region;
- 58.4.3** take office from when their election is made at an Annual General Meeting and shall remain in office until their successors are elected at the immediately following Annual General Meeting.

**58.5 The Judicial Commissioner shall:**

- 58.5.1** be a member of Swim England;
- 58.5.2** be nominated by an affiliated club, organisation, body, County Association or Region;
- 58.5.3** hold office for a term of three years or such term as made at the Annual General Meeting;
- 58.5.4** not hold any other elective office in, nor take any active part in, the government of swimming by:
  - 58.5.4.1** Swim England, including but not being limited to, membership of any committee established under the Articles;
  - 58.5.4.2** British Swimming, including but not being limited to, membership of any British Swimming committee comparable to those established under the Articles;
  - 58.5.4.3** any other National Association;
  - 58.5.4.4** any Region;
  - 58.5.4.5** any County Association;
- 58.5.5** not hold any other office or position, remunerated or otherwise, within Swim England executive or judicial structures;
- 58.5.6** not be an employee of Swim England other than on a contract basis;
- 58.5.7** be directly accountable to the Chair of the Board and, through the Chair, to the Members' Forum;
- 58.5.8** take office from when his or her election is made at the Annual General Meeting and shall remain in office until his or her successor is elected and takes office except that

if a vacancy arises during a term of office it may be filled by the Judicial Appointments Panel. The replacement shall hold office until the next following Annual General Meeting and may then be nominated for the remainder of the term of office or for a full term of office as appropriate;

**58.5.9** be subject to removal from office at any time provided that three-quarters of the members of the Board are in favour.

## **58.6 Committees of Swim England**

The Chair of the Board together with the Chief Executive Officer of Swim England shall be ex officio members of appropriate Committees with the exception of the Audit, Risk and Probity Committee.

## **59. Financial Year**

The Swim England financial year shall end on 31 December.

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## **62. Annual General Meeting**

**62.1** The draft agenda of the Annual General Meeting, shall be forwarded to the Regional Administrator, or their equivalent in each Region not later than eight weeks before the Annual General Meeting.

**62.2** A member of the Members' Forum who wishes to discuss an item in the published minutes of the last Annual General Meeting or any subsequent General Meeting, the Annual Report, the financial statements or any minutes of the Board or committees including any published changes to Regulations or Technical Rules, must indicate their intention by giving notice to the Chief Executive Officer no later than 14 days prior to the Annual General Meeting.

**62.3** Questions on the minutes of the Board or committees appointed under the Articles, shall normally refer only to those for the Swim England past year as defined in Regulation 59.

The Chair may, at their discretion, allow discussion on matters in the minutes of meetings held after the end of the Swim England year provided that:

**62.3.1** they are satisfied that the question is of sufficient importance and/or relevance to the meeting; and

**62.3.2** the minutes have been approved by the Board; and

**62.3.3** a specific question seeking further clarification or information is asked.

**62.4** The Chief Executive Officer may send to a member of the Members' Forum a written answer to a question posed in accordance with Regulation 62.2, in which case the member may, at their discretion, withdraw the question. The Chair may, at their discretion, or on request, disclose the contents of the written answer for the information of the members of the Members' Forum.

## **63. Modification of Regulations**

**63.1** Re-numbering of Regulations, minor alterations to ensure clear meaning and any consequential alterations shall be at the discretion of the Chief Executive Officer of Swim England, in consultation with the Rules Committee.

## **64. Powers and duties of the Board**

**64.1 In addition to the authority given by the Articles the Board shall:**

**64.1.1** approve, if at least two thirds of those voting are in favour, the wording of all changes to Company Regulations to implement the principles and intentions of a General Meeting;

- 64.1.2** decide the meaning of any Regulation of Swim England which may be referred to it. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Regulation decided by a General Meeting or the Board;
- 64.1.3** decide the meaning of any Swim England Technical Rule which may be referred to it. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Technical Rule;
- 64.1.4** decide any relevant matter that lies within its jurisdiction not provided for in the Regulations, or Technical Rules of Swim England;
- 64.1.5** have authority to make, if at least two-thirds of those voting are in favour, any change to the Regulations or Technical Rules of Swim England which it may think necessary by reason of changes in the rules of FINA. Any such changes shall become effective on a date to be decided by the Board which shall be at least six weeks after the meeting at which the changes are made;
- 64.1.6** approve, if a majority of those voting is in favour, the principle, intention and wording of all changes to Swim England Championship conditions proposed by the relevant committee, which shall become effective on 1 January following the meeting at which the changes are made;
- 64.1.7** fill any relevant vacancy as specified in Regulation 58, which may occur amongst Office Holders of Swim England until the next General Meeting;
- 64.1.8** from time to time in full consultation with the relevant Committee recruit, against an agreed job description, and appoint administrators for such committees as have been duly appointed;
- 64.1.9** appoint individuals to a Nominations Committee to appoint representatives to the Board of Directors of British Swimming and other appropriate bodies;
- 64.1.10** be responsible for the publication of the Swim England Handbook and for the incorporation therein of any changes authorised by the General Meeting;
- 64.1.11** upon the recommendation of the relevant committee have the authority to grant dispensation from specified Technical Rules for specified events or competitions. The details of any such dispensation and the events and/or competitions for which it was granted shall be recorded in the minutes of the meeting at which it was considered;
- 64.1.12** have the authority to grant, or to delegate the authority to grant, temporary membership as specified in Regulation 56;
- 64.1.13** from time to time define low level competitions for the purpose of the exemption from the requirement for registration and inclusion in Category Two of membership.

**65.** Deliberately left blank

**66.** Deliberately left blank

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**68. Appointment, terms of reference, powers and responsibilities and membership of committees**

**68.1** The Board may appoint, suspend or remove committees in accordance with the Articles as it shall from time to time decide.

**68.2** The Board shall from time to time determine and publish for each committee appointed under the Articles its:

**68.2.1** terms of reference;

**68.2.2** powers and responsibilities;

**68.2.3** membership.

**69.** Deliberately left blank

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**72. Criteria for the Judicial Appointments Panel**

**72.1 Membership**

**72.1.1** The panel shall consist of eight persons, one from each Region.

**72.1.2** No member of the panel shall also be a member of the Board or an elected member of a Regional Management Board.

**72.1.3** No member of the panel shall also be a member of the Independent Disciplinary and Dispute Resolution Panel or the Independent Disciplinary and Dispute Resolution Appeals Panel.

**72.1.4** 50 per cent of those entitled to attend and vote shall form a quorum at any meeting.

**72.2 Duties**

**72.2.1** The duties of the panel shall include, but not be limited to:

**72.2.1.1** to appoint a Chair from within its own members;

**72.2.1.2** from time to time to set criteria, match the nominees under Regulation 58.5.2 to the criteria, and recommend one, or more, of the nominees to the Annual General Meeting for election to the office of Judicial Commissioner;

**72.2.1.3** to fill any vacancy in the office of Judicial Commissioner which may occur during the term of office. Such a replacement shall take office immediately and remain in office until his or her successor is elected and takes office at the immediately following Annual General Meeting;

**72.2.1.4** in consultation with the relevant Chair for the time being of the relevant panel and following the procedures set out in Regulations 73 and 74, to appoint the members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel.

**72.3 Powers**

**72.3.1** The powers of the panel shall include, but not be limited to, the power to co-opt persons with suitable skills and expertise to assist in its deliberations.

**73. Criteria for the Independent Disciplinary and Dispute Resolution Panel**

**73.1. The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Panel, (the 'Disciplinary Panel'), shall be as follows:**

**73.1.1** nominations of persons who are current members of Swim England may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual member supported by a seconder to the Judicial Administrator for membership of the Disciplinary Panel;

**73.1.2** an individual who is a member of Swim England, provided that they are supported by at least two other members of Swim England, may apply to the Judicial Administrator for membership of the Disciplinary Panel;

**73.1.3** from these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years or such term as made by the Judicial Appointments Panel. The members shall take office from their date of appointment. All appointments made under this section shall be reported to the following General Meeting;

**73.1.4** one third of the panel members shall retire each year but shall be eligible for re-appointment;

**73.1.5** no member of the Board nor member of any of the committees established under the Articles nor member of a Regional Management Board nor member of the Appeals Panel nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, Scottish Swimming, Swim Wales, Swim England or any of its Regions including without limitation full-time or part-time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Disciplinary Panel;

**73.1.6** the Chair of the Disciplinary Panel or the Chair of a Disciplinary Committee shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience to a Disciplinary Committee to deal with a specific complaint or protest appeal which requires such specialist skills or experience;

**73.1.7** the Chair of the Disciplinary Panel shall have the power exercisable in their absolute discretion to co-opt from time to time additional persons with specialist skills or experience as a sole arbitrator, to an Arbitration Committee or as a mediator to deal with a specific complaint or protest appeal which requires such specialist skills or experience;

**73.2 The functions of the Disciplinary Panel shall include, but not be limited to:**

**73.2.1** to provide the members of Disciplinary Committees to consider and decide complaints or protest appeals which involve alleged serious misconduct liable to bring the sport into disrepute, pursuant to the disciplinary procedure (See Regulation 162);

**73.2.2** to provide mediators and/or arbitrators and/or experts for cases which do not come under the category of serious misconduct, pursuant to the dispute resolution procedure (See Regulation 167);

**73.2.3** to provide members to consider appeals against decisions of the Judicial Commissioner (See Regulations 108.2 and 108.3).

**74. Criteria for the Independent Disciplinary and Dispute Resolution Appeals Panel**

**74.1 The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Appeals Panel, (the 'Appeals Panel') shall be as follows:**

**74.1.1** nominations of persons who are current club members of Swim England may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual club member supported by a seconder to the Judicial Administrator for membership of the Appeals Panel;

**74.1.2** an individual who is a club member of Swim England, provided that they are supported by at least two other members of Swim England may apply to the Judicial Administrator for membership of the Appeals Panel;

- 74.1.3** from these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years or such term as made by the Judicial Appointments Panel. The panel members shall take office from their date of appointment. All appointments made under this section shall be reported to the following General Meeting;
- 74.1.4** one third of the panel members shall retire each year but shall be eligible for re-appointment;
- 74.1.5** no member of the Board nor member of any of the committees established under the Articles nor member of a Regional Management Board nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, Scottish Swimming, Swim Wales, Swim England or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Appeals Panel;
- 74.1.6** the Chair of the Appeals Panel or the Chair of an Appeal Committee shall have the power exercisable in their absolute discretion to co-opt from time to time additional persons with specialist skills or experience to an Appeal Committee to deal with a specific appeal which requires such specialist skills or experience;

**74.2 The functions of the Appeals Panel shall include, but not be limited to:**

- 74.2.1** to provide the members of Appeal Committees to consider and decide appeals from any decision of a Disciplinary Committee;
- 74.2.2** to provide the members of Appeal Committees to consider and decide appeals from any arbitration decision under Regulation 108.5.

**75. Limitations and privileges of the Judicial Commissioner and the members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel**

- 75.1** The Commissioner and the members of the Disciplinary Panel or the Appeals Panel shall be immune from complaint only while acting in accordance with Swim England Regulations in their respective capacities as the Commissioner or as members of the Disciplinary Panel or the Appeals Panel. In all other respects they shall be treated as members of Swim England.
- 75.2** No Disciplinary Panel member or Appeals Panel member shall act as a member of a Disciplinary Committee or Appeal Committee or act as a mediator or arbitrator or consider any appeal in a case where they have been a witness to the incidents giving rise to the complaint, protest appeal or water polo appeal.
- 75.3** Unless they are a party to the complaint, protest appeal or water polo appeal or have been called as a witness by one of the parties to the complaint, protest appeal or water polo appeal, no Disciplinary Panel member or Appeals Panel member shall participate in, or be present at, a hearing in which they have a personal involvement with either the subject matter of, or any of the parties to the complaint, protest appeal or water polo appeal.
- 75.4** If the Chair of the Disciplinary Panel or the Chair of the Appeals Panel is at any stage unable or unwilling to act, one of the Vice-Chair's of the appropriate panel shall do so instead. If all the Vice-Chair's of the appropriate panel are unable or unwilling to act, another member of the appropriate panel shall be selected to act in his stead.

**76. Criteria for the appointment of officers of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel**

**76.1** The members of the Disciplinary Panel shall elect the officers from among themselves, namely a Chair and seven Vice-Chair's, each from a different Region, each for a term of office of three years.

An officer who is not re-appointed as a member of the Panel by the Judicial Appointments Panel shall immediately vacate his position.

**76.2** The members of the Appeals Panel shall elect the officers from among themselves namely, a Chair and two Vice-Chair's for a term of office of three years. An officer who is not re-appointed as a member of the panel by the Judicial Appointments Panel shall immediately vacate their position.

**76.3** A retiring officer shall be eligible for re-election and a Vice-Chair may stand for election as Chair.

**76.4** If an officer vacates his or her position for any reason before the end of their term of office, a successor shall be elected by the Panel members from among themselves to serve for the remaining period of office of his predecessor.

**77. Criteria for water polo delegate(s), referee(s) and Jury of Appeal**

**77.1** The appointment and authority of water polo delegate(s), referee(s) and a Jury of Appeal are set out in Regulations 413, 414 and 415 respectively.

**77.2** The referee(s) or water polo delegate(s) shall be responsible for the receipt of, and dealing with protests.

**77.3** When a Jury of Appeal is appointed it shall be responsible for dealing with appeals against a referee's decision on a protest.

**77.4** If no Jury of Appeal is appointed, an appeal against a referee's decision on a protest may be made under Regulation 108.1.

**78. Judicial Commissioner**

**78.1** The Judicial Commissioner, (the 'Commissioner'), shall normally be elected at an Annual General Meeting.

**78.2** The requirements for and limitations on the holder of the office of Commissioner are set out in Regulation 58.5.

**78.3** The powers and duties of the Commissioner shall include but not be limited to:

**78.3.1** to review every complaint or protest appeal received under the Judicial Regulations and decide the procedure to be followed in each case. The permitted procedures shall include:

**78.3.1.1** for the Commissioner to decide the issue and take action which may include the imposition of summary sanctions and costs where appropriate up to the limits to be agreed by the Board from time to time; (See Regulation 160.2);

**78.3.1.2** if the Commissioner judges his or her powers of sanction to be insufficient for the gravity of the case, for the Commissioner to refer the matter to be dealt with by a Disciplinary Committee.

There shall be a right of appeal against any decision taken under this section. (See Regulation 160.6).



- 78.3.2** to require any or all of the procedures to decide a complaint or protest appeal to be expedited irrespective of the time provisions in the Judicial Regulations, if they are satisfied, having considered the circumstances, that it is necessary in the interest of the sport to achieve a speedy outcome;
- 78.3.3** to require that Swim England members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. If any member of Swim England refuses or neglects to comply with such a requirement, the Commissioner may impose such sanctions as he or she deems appropriate;
- 78.3.4** to enforce Regulation 100.7. If any member of Swim England refuses or neglects to comply with the requirements of Regulation 100.7 the Commissioner may impose such sanctions as he or she deems appropriate;
- 78.3.5** to recommend the appointment of a solicitor or counsel to chair hearings of a Disciplinary Committee if he feels that the circumstances of the case may require it;
- 78.3.6** to monitor the progress of any complaint that the Commissioner, or their substitute, has reviewed and referred under Regulation 160.1.3 to a club in its capacity as an employer and direct that action be taken against the club under Regulation 162 if it fails to deal satisfactorily with its responsibilities in this area;
- 78.3.7** to appoint a substitute to act in the Commissioner's place, if they are unable or unwilling to review and/or monitor the progress of any complaint.

**78.4** The Commissioner may take advice from any person when reviewing any complaint or protest appeal.

**78.5** An appeal against a decision of the Commissioner may be made in certain cases under Regulation 108.2 or 108.3.

## **79. Judicial Management Group**

### **79.1 Membership**

**The management of the judicial system shall be the responsibility of a Judicial Management Group consisting of:**

**79.1.1** the appointed members who shall be entitled to vote and to hold office consisting of:

**79.1.1.1** the Chair and the Vice-Chair's of the Appeals Panel; and

**79.1.1.2** the Chair and the Vice-Chair's of the Disciplinary Panel.

**79.1.2** the invited members who shall not be entitled to vote and to hold office consisting of:

**79.1.2.1** the Judicial Commissioner; and

**79.1.2.2** a representative of the Office of Judicial Administration.

## **79.2 Meetings**

The Chair of the Judicial Management Group shall, in each year, convene at least one meeting of the Judicial Management Group for the purpose of managing the Judicial system. Administrative support for the Judicial system shall be provided by the Office of Judicial Administration in consultation with the Chair of the Judicial Management Group.

## **79.3 Quorum**

50 per cent of those entitled to attend and vote shall form a quorum at any meeting.

## **79.4 Judicial Management Group Chair**

**79.4.1** At the first meeting following the Annual General Meeting or as and when required the Judicial Management Group shall elect a Chair from among those members holding office as the Chair and Vice-Chair of the Appeals Panel and the Disciplinary Panel.

**79.4.2** The Chair shall serve for a period not exceeding three years.

**79.4.3** On retirement the Chair shall be eligible for re-election.

**79.4.4** If the Chair ceases to be a member of the Judicial Management Group, by retirement, resignation or for any other reason before the end of their term of office they shall immediately cease to be the Chair. The members shall immediately move to fill the vacancy of Chair and the person so elected shall serve for the remainder of the term of office of their predecessor until the next normal period of election of the Chair.

## **79.5 Vote of no confidence in the Chair**

**79.5.1** Any member of the Judicial Management Group may request a vote of no confidence in the Chair.

**79.5.2** A vote of no confidence shall be held if not less than five members entitled to attend and vote at the meeting submit such a request in writing to the Judicial Administrator.

**79.5.3** On receipt of such a request the Judicial Administrator shall be obliged to call a meeting of the Judicial Management Group whereupon the supporting arguments for both sides shall be presented and the vote of no confidence itself shall be taken. The vote of no confidence shall be passed by a simple majority of the members present and entitled to vote being in favour of the proposal.

**79.5.4** If a vote of no confidence in the Chair is passed the Chair will immediately leave office and the position of Chair shall be considered to be vacant. The Judicial Administrator shall then move to organise an election to fill the vacancy.

## **79.6 Expenses**

**79.6.1** All expenses properly incurred in transacting the business of the Judicial system including, but not being limited to, the hearing of complaints, mediation, arbitration and the hearing of appeals, unless otherwise recoverable under these Regulations, shall be paid by Swim England.

**79.6.2** Claims in respect of the expenses incurred by Disciplinary Panel members and by Appeals Panel members shall be fully documented and sent to the Office of Judicial Administration.

## Finance

### 80. Expenses

- 80.1** Swim England affiliated bodies and promoters of competitions under Swim England Regulations may invite officers, officials and competitors to submit claims for expenses necessarily incurred in taking part in competitions and other activities connected with the management and control of swimming. They may set limits to the amounts that may be claimed and no one shall claim more than they have actually expended for food, lodging and travel by public or privately hired transport. Compounded subsistence allowances in lieu of separate amounts for board and lodging, and mileage allowances for the use of private cars may be set.
- 80.2** Swim England shall pay:
- 80.2.1** the business expenses of all general meetings;
  - 80.2.2** the travelling, hotel and incidental expenses incurred by the President, Vice President, Board members and members of the Members' Forum in connection with all General Meetings;
  - 80.2.3** the travelling, hotel and incidental expenses incurred by members of the Board and other committees in connection with all meetings of the Board and other Swim England committees.
- 80.3** The Board shall each year publish, in the Swim England Handbook, regulations setting the limits to expenses, subsistence and mileage allowances that it will pay.

### 81. Conflicts of interest

#### 81.1 Register of interests

- 81.1.1** All members of the Board, all members of the Management Boards of the Regions and members of any other committee appointed by Swim England or the Regions and all employees, consultants to and agents of Swim England or the Regions and the Directors of any company controlled by Swim England ('Affected Persons') shall as soon as practical subscribe to registers ('the Regional Conflicts of Interests Register' and 'Swim England Conflict of Interests Register' as appropriate). These registers shall be maintained separately by the office of each of the Regions, and the Company Secretary. The Affected Person shall disclose any interest or benefit of theirs of whatever nature, whether direct or indirect, which they may have or expect to have in relation to the business or affairs of Swim England or a Region to include, without limitation:
- 81.1.1.1** any contract or arrangement proposed to be entered into between Swim England and the Affected Person or any person, firm or company with whom the Affected Person is associated (as that expression is defined in s.435 of the Insolvency Act 1986). Directors should also remember that they need to declare potential conflicts arising through their connected persons, which includes spouses, children and companies controlled by the Director. For example, where the director's spouse enters into a transaction with a company controlled by Swim England that may (but need not necessarily) give rise to an indirect interest on the part of the Director in that transaction;
  - 81.1.1.2** any directorship of a Company or any partnership or any other profit, salary or fee earning activity not covered under 81.1.1.1 above;
  - 81.1.1.3** any arrangement made, proffered or contemplated in consequence of the Affected Person holding the office of a member of a committee by any third party (for this purpose, benefit includes financial support or allowance or advantage);

**81.1.1.4** any benefit which the individual receives from a sponsor of or donor to Swim England or a Region, either personally or on behalf of a third party;

**81.1.1.5** any benefit which the individual makes to another member of a Swim England or a regional committee or a body they represent.

**81.1.2** In the event that the Chief Executive Officer shall have an interest or benefit to disclose then, in addition to making an entry in the Swim England Conflict of Interests Register, he/she shall supply in writing particulars of the interest or benefit to the person appointed by the Board to receive notification of any interest or benefit of the Chief Executive Officer.

**81.1.3** Any data subscribed to the Regional Conflicts of Interest Registers shall be made available to the Swim England Conflicts of Interest Register on request.

**81.2 Declaration of interests:**

**81.2.1** an Affected Person, shall as soon as practicable declare any interest in any matter being or likely to be discussed at any meeting. In any event the interest must be declared at the meeting immediately prior to consideration of the matter in which they have an interest. The meeting may require the Affected Person to leave the room at that stage. In the absence of the Affected Person the meeting will then decide whether the Affected Person may, notwithstanding their declared interest, take part in the consideration or discussion or voting on any question relating to the matter affected by the interest. The meeting may impose a condition that the Affected Person may take part in the discussions but not vote on any question relating to the matter affected by the interest or such other conditions as it sees fit. In the event that the meeting decides that the Affected Person may take part in the consideration and discussion on the matter affected by the interest the Affected Person shall be invited to re-join the meeting. The use of these procedures at any meeting shall be fully minuted.

**81.2.2** where an Affected Person becomes aware in advance of a meeting that he may have an interest in matters to be discussed at the meeting they shall notify the chair of the meeting. The chair shall at the start of the meeting report any such notification(s) received and further shall remind members of their obligation to make a declaration of any interest they may have in matters to be discussed.

**81.3 Code of Practice:**

**81.3.1** The Board may issue and from time to time revise a Code of Practice with regard to the operation of this Regulation 81.

**81.3.2** All Affected Persons shall be required to complete an acknowledgement to the effect that they have read and understood this Regulation 81 and the Code of Practice then in force.

## Judicial Regulations for the Judicial System

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### Definitions and limitations

These Judicial Regulations are to be read in conjunction with the Articles, the Company Regulations, the General Regulations and the Technical Rules of Swim England.

The definitions in the Company Regulations (1.2) shall apply to these Judicial Regulations.

Regulation numbering shall refer to the Company Regulations, General Regulations or Judicial Regulations as appropriate.

### 100. Judicial

- 100.1** The primary objective of the judicial system shall be to secure, as expeditiously as possible, a just outcome following the submission of a complaint, protest appeal or water polo appeal, by the system and procedures set out in these Judicial Regulations.
- 100.2 There shall be five levels of judicial authority:**
- 100.2.1** the water polo delegate(s) or the referee(s);
  - 100.2.2** the Jury of Appeal;
  - 100.2.3** the Judicial Commissioner ('the Commissioner');
  - 100.2.4** the Independent Disciplinary and Dispute Resolution Panel, (the 'Disciplinary Panel'), and its agents;
  - 100.2.5** the Independent Disciplinary and Dispute Resolution Appeals Panel, (the 'Appeals Panel'), and its agents.
- 100.3** Any deviation from any provision of these Judicial Regulations shall not invalidate any finding, procedure or decision unless that deviation raises a material doubt as to the reliability of the finding, procedure or decision.
- 100.4** A member of the Scottish Swimming or Swim Wales shall be governed by Swim England Judicial Regulations whilst engaged in activities under the jurisdiction of Swim England in England.
- 100.5** A complaint against a member of Swim England whilst under the jurisdiction of British Swimming whether in England, Scotland, Wales or abroad shall be dealt with by and under the disciplinary code of British Swimming.
- 100.6** Any case involving a prohibited substance or other offence under the British Swimming Anti-Doping Rules shall be dealt with by British Swimming according to those Anti-Doping Rules.
- 100.7** All documents submitted to the Office of Judicial Administration howsoever whether directly related to a complaint that has been determined by the Commissioner in accordance with their powers under the Judicial Regulations or by way of an enquiry to the Office of Judicial Administration shall be solely used in relation to that dispute or enquiry, shall be kept confidential at all times by any individual in receipt of any documents from the Office of Judicial Administration and which shall not be used for any collateral or ulterior purpose. Documents marked confidential originating from a judicial authority (as defined in Regulation 100.2) shall also be kept confidential and not used for any collateral or ulterior purpose.

### 101. Protests

- 101.1** A protest is an allegation that Swim England Regulations, Technical Rules or the promoter's conditions governing a competition have not been complied with or have been misinterpreted.

- 101.2** A protest may be made by a competitor (who may nominate another person to act on their behalf) or a club, body or official taking part in the competition. A protest must be made orally to a referee, or if appropriate, to a water polo delegate, and confirmed in writing within 30 minutes following the conclusion of the event or match during which the incident giving rise to the protest took place unless the reason for the protest is known before the event or match, in which case the protest must be made as soon as reasonably practicable before the event or match starts. If a protest is made prior to the appointment of the referee(s) or the water polo delegate(s) then the protest should be made to the promoter who shall refer the protest to a referee or a water polo delegate when the promoter appoints the referee(s) or the water polo delegate(s).
- 101.3** Where material facts are brought to the attention of a competitor, club, body or official taking part in the competition which if they had been known during that competition a protest would have been likely to have been made during that competition or within 30 minutes following the conclusion of the relevant event, a post-event protest may be made to a referee or, if appropriate, to a water polo delegate who may in their discretion deal with it as if it had been made under Regulation 101.2 provided they are satisfied that it would be in the best interests of the sport to do so and provided further that the individual or other person making a post-event protest did so as soon as was reasonably practicable after acquiring knowledge of those material facts.
- 101.4** A protest may not be made against a decision of a referee or any other official regarding placing, fouling or any other facts of a competition. A referee's interpretation of Swim England Regulations, Technical Rules or promoter's conditions must be accepted at the time but may be the subject of a protest.
- 101.5** An appeal ('a protest appeal') may be made against the decision of a water polo delegate or a referee on a protest (Regulation 108.1).
- 101.6** The promoter of an event at which a protest has been made shall take possession of and store any documents relating to the protest and its resolution or otherwise, for a period of not less than 12 months after the event.

## **102. Complaints**

- 102.1** A complaint is a formal expression of dissatisfaction with the actions or behaviour of any person, including an individual or a club, or other body, or organisation or with alleged unfair practice in connection with the sport. Decisions of a club, body, organisation, association, County Association or Region on selection of teams may not be the subject of a complaint.
- 102.2** If a person, club or other body or organisation is dissatisfied with a decision of a Committee appointed under the Articles an appeal may be made by lodging a complaint with the Judicial Administrator under this Regulation 102 (See Regulation 159). In such cases only decisions of a disciplinary nature may be the subject of an appeal. Decisions made in the normal course of the business of a Committee on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.
- 102.3** No complaint may be made under the Judicial Regulations against an employee of Swim England relating to any action taken in the course of their employment. Any complaint about such an action shall be dealt with by Swim England and should be addressed to the Chief Executive Officer.
- 102.4** **Grounds for a complaint shall include but shall not be limited to the following:**
- 102.4.1** misconduct;
  - 102.4.2** 'serious misconduct'; being any action, behaviour or practice liable to bring the sport into disrepute;

**102.4.3** maladministration or breach of Swim England Regulations, or the rules of a club, body or organisation etc.;

**102.4.4** a breach of the Swim England/Institute of Swimming Code of Ethics.

**102.5 A complaint may be made by:**

**102.5.1** any member who is aged 18 years or over on the date of the complaint;

**102.5.2** the parent of or other person with parental responsibility for a member, who is aged under 18 years on the date of the complaint, on their behalf;

**102.5.3** any affiliated club, body, organisation, association, County Association or Region through its secretary or other officer acting on its behalf;

**102.5.4** the Board or any committee of Swim England, Region or affiliated organisation through its secretary or other officer acting on its behalf;

**102.5.5** a person officiating at an event;

**102.5.6** any member of an associated organisation, a Corporate Organisation, an Associate Association, or an Affiliated Body who is aged 18 years or over on the date of the complaint. Any such complaint may only be made relative to swimming related activities in which the complainant was engaged;

**102.5.7** the parent of or other person with parental responsibility for a member of an associated organisation, a corporate organisation, an Associate Association or an Affiliated Body, who is aged under 18 years on the date of the complaint, on their behalf. Any such complaint may only be made relative to swimming related activities in which the member was engaged.

**102.6** A complaint which the Commissioner determines (in accordance with Regulation 160) raises an allegation which is properly to be categorised as misconduct and refers the matter to be dealt with by a Disciplinary Committee shall be prosecuted by the complainant pursuant to the disciplinary procedure. (See Regulations 162 et seq.).

A complaint which the Commissioner determines (in accordance with Regulation 160) raises an allegation which is properly to be categorised as serious misconduct liable to bring the sport into disrepute and refers the matter to be dealt with by a Disciplinary Committee shall be prosecuted by a Disciplinary Officer pursuant to the disciplinary procedure. (See Regulations 162 et seq.).

Any other complaint which is permitted to proceed shall be decided by the Commissioner or dealt with under the dispute resolution procedure. (See Regulations 167 et seq.).

**102.7** A complaint must normally reach the Judicial Administrator not later than 30 days after the alleged incident that gave rise to it.

## Principles

### 103. Powers and limitations concerning a Disciplinary Committee

**103.1** The Chair of a Disciplinary Committee may, via the Judicial Administrator, require that Swim England members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. The Chair of the Disciplinary Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that a Swim England member has refused or wilfully neglected to comply with the Chair's requirement(s) made under this Regulation before the Chair invokes the right to take action by way of imposing sanctions available under Regulation 109 against that Swim England member.

- 103.2** Any improper contact, approach or attempt to influence or intimidate a Disciplinary Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the Chair of the Disciplinary Committee or, if one has not been appointed, to the Chair of the Disciplinary Panel who may take such action as they deem appropriate. Such improper conduct may in itself form the subject of a complaint.
- 103.3** It shall be for the prosecution to prove its case on the balance of probabilities.
- 103.4** The Disciplinary Committee shall make its decisions on cases before it by majority.
- 103.5** The Disciplinary Committee may make whatever order it considers just, including the imposition of a financial penalty and/or suspension for a period. It may alter any decision of a Committee appointed under the Articles.
- 103.6** An appeal may be made against the final decision of a Disciplinary Committee under Regulation 108.4 (See Regulation 165).

#### **104. Powers and limitations concerning an Arbitrator or an Arbitration Committee**

- 104.1** The arbitrator or the Chair of the Arbitration Committee, as appropriate, may, via the Judicial Administrator, require that Swim England members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. The arbitrator or the Chair of the Arbitration Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that a Swim England member has refused or wilfully neglected to comply with the Chair's requirement(s) made under this Regulation before the arbitrator or Chair invokes the right to take action by way of imposing sanctions available under Regulation 109 against that Swim England member.
- 104.2** Any improper contact, approach or attempt to influence or intimidate a sole arbitrator, an Arbitration Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to, the Judicial Administrator who shall report it to the sole arbitrator or the Chair of the Arbitration Committee as appropriate or, if one has not been appointed, to the Chair of the Disciplinary Panel who may take such action as they deem appropriate. Such improper conduct may in itself form the subject of a complaint.
- 104.3** The arbitration of a complaint or protest appeal shall be decided on the balance of probabilities.
- 104.4** The arbitrator or the Arbitration Committee, as appropriate, may make whatever order they or it considers just, including the imposition of a financial penalty and/or suspension for a period. They or it may alter any decision of a Committee appointed under the Articles.
- 104.5** The decision of the arbitrator or the Arbitration Committee shall be final and binding on the parties except that an appeal may be made in limited circumstances under the provisions of Regulation 108.5.

#### **105. Powers and limitations concerning mediation**

- 105.1** Any improper contact, approach or attempt to influence or intimidate a mediator, complainant, respondent, or any other party to the mediation either in person or through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the mediator or, if one has not been appointed, to the Chair of the Disciplinary Panel who may take such action as they deem appropriate. Such improper conduct may in itself form the subject of a complaint.



## **106. Powers and limitations concerning Appeal Committees**

**106.1** The Chair of an Appeal Committee may, via the Judicial Administrator, require that Swim England members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. The Chair of the Appeal Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that a Swim England member has refused or wilfully neglected to comply with the Chair's requirement(s) made under this Regulation before the Chair invokes the right to take action by way of imposing sanctions available under Regulation 109 against that Swim England member.

### **106.2 An Appeal Committee shall have the power to:**

**106.2.1** quash any penalty and/or to substitute for it any other penalty it may think fit;

**106.2.2** make such other order or determination as it may think right and just.

**106.3** The decision of an Appeal Committee shall be final.

**106.4** Any improper contact, approach or attempt to influence or intimidate an Appeal Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the Chair of the Appeal Committee or, if one has not been appointed, to the Chair of the Appeals Panel who may take such action as they deem appropriate. Such improper conduct may in itself form the subject of a complaint.

## **107. Powers and limitations concerning automatic water polo sanctions**

**107.1** Swim England, acting through the Judicial Administrator or a water polo delegate, may apply an automatic sanction to any member of Swim England of suspension from a specified number of water polo games in any competition or competitions promoted by Swim England or any Region, association, organisation or body under the jurisdiction of Swim England.

**107.1.1** for a breach of the FINA Water Polo Rules regarding:

**107.1.1.1** misconduct; or

**107.1.1.2** brutality;

**107.1.2** which has been:

**107.1.2.1** committed by the member of Swim England in a game held under Swim England Regulations, and

**107.1.2.2** reported to the Judicial Administrator or to a water polo delegate by a referee of the game;

**107.1.3** provided that the imposition of any such sanction shall be governed by regulations which shall be made and published by Swim England from time to time.

**107.2** An appeal may be made against the imposition of an automatic sanction, other than a summary minimum sanction imposed by a water polo delegate, under Regulation 108.6 (See Regulation 158).

**107.3** Nothing in the foregoing or in any other Regulations including the imposition of any automatic sanction, shall prevent a referee, a water polo delegate or any other member of Swim England making a further complaint about the incident under the Judicial Regulations.

## 108. Rights of appeal

- 108.1** If there has been a failure to resolve a protest under Regulation 413, 414 or 415 or if a person, club or body is dissatisfied with a decision of a water polo delegate, or a referee in regard to a protest they may appeal by submitting a protest appeal always provided that the notice of appeal setting out the detailed grounds of appeal and any supporting documents is lodged with the Judicial Administrator within fourteen days of the date on which the protest was dealt with. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Disciplinary Committee, arbitrator, Arbitration Committee or mediator dealing with the appeal deems it to be appropriate (see Regulation 110).
- 108.2** There shall be a right of appeal by the complainant(s) or a respondent against any decision of the Commissioner that a complaint shall be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations) or against a decision made under Regulation 160.3 (late submission), to the Chair of the Disciplinary Panel provided that the notice of appeal, setting out the detailed grounds for appeal, is lodged with the Judicial Administrator within 21 days of the date upon which the Judicial Administrator sends the written notification of the Commissioner's decision. No fee shall be levied for an appeal under this section.
- 108.3** There shall be a right of appeal by the complainant(s) or a respondent against any decision of the Commissioner made in deciding a complaint under Regulation 78.3.1.1 and Regulation 160.2, provided that the notice of appeal, setting out the detailed grounds for appeal, is lodged with the Judicial Administrator within 21 days of the date upon which the Judicial Administrator sends the written notification of the Commissioner's decision. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Disciplinary Committee deems it to be appropriate (see Regulation 110). Nothing in this or any other Regulation shall prevent an appeal under Regulation 108.4 being made by any of the parties against the final decision of the Disciplinary Committee which heard the appeal.
- 108.4** There shall be a right of appeal by any of the parties against any final decision of a Disciplinary Committee, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within 21 days of the date on which written reasons were given. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.5** There shall be a right of appeal to the Appeals Panel by any of the parties against any final arbitration provided that such an appeal is restricted to any or all of the grounds that:
- 108.5.1** the arbitrator or the Arbitration Committee exceeded their or its jurisdiction or acted without jurisdiction;
  - 108.5.2** the arbitrator or the Arbitration Committee failed to act in accordance with the rules of natural justice;
  - 108.5.3** the determination of the arbitration exhibits an error of law on the record;
  - 108.5.4** the determination of the arbitration includes a financial penalty or suspension. An appeal solely on this ground shall only be entertained regarding the amount of the financial penalty or the application of the suspension; and always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within 21 days of the date on which written reasons were given. The notice of appeal must be accompanied by the fee which shall be refunded if the

appeal is upheld or if the Appeal Committee deems it to be appropriate (see Regulation 110). The decision on whether an appeal satisfies the requirements of this Regulation 108.5 and, accordingly, should be permitted to proceed shall be made by the Chair of the Appeals Panel and shall be final.

- 108.6** There shall be a right of appeal ('a water polo appeal') by the suspended party against the imposition of an automatic suspension for a breach of the FINA Water Polo Rules notified by the Judicial Administrator or their nominee, always provided that a notice of appeal setting out the detailed grounds of appeal and any supporting documents is lodged with the Judicial Administrator within 14 days of the date on which written notice of the suspension was given. No fee is required for an appeal made under this Regulation (see Regulation 110).
- 108.7** There shall be a right of appeal to the Chair of the Appeals Panel by any of the parties against any decision by the Chair of a Disciplinary Committee or the Chair of an Appeal Committee to vary any period of time permitted under the Regulations, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within seven days of the date upon which the Judicial Administrator sends the written notification of the Chair's decision. No fee shall be levied for an appeal under this section.
- 108.8** There shall be a right of appeal by an individual who has been summarily suspended by the Chief Executive Officer, (or any Acting or Interim Chief Executive Officer) for a specified term decided by the Chief Executive Officer (or any Acting or Interim Chief Executive Officer) under the Child Safeguarding Regulations 241.4, 241.6, 241.7 or 241.10, always provided that a notice of appeal setting out the detailed grounds of appeal is lodged with the Judicial Administrator within 21 days from the date of the notice informing the individual of the specified term suspension. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.9** There shall be a right of appeal by an individual who has been suspended by the Chief Executive Officer (or any Acting or Interim Chief Executive Officer) under the Child Safeguarding Regulation 241.10, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.10** If the Chair of the Appeals Panel, having received a notice of appeal under any of the foregoing sections of this Regulation 108 which was lodged with the Judicial Administrator later than the time period allowed in the relevant section of this Regulation, is satisfied that it is in the interest of the sport to do so they may, in their absolute discretion, permit the appeal to proceed.
- 108.11** There shall be a right of appeal against the recognition by Swim England and enforcement in England under Regulation 109.4 of a sanction imposed by Scottish Swimming or Swim Wales. The decision on any such appeal shall not be permitted to affect a sanction imposed by the Scottish Swimming or Swim Wales in any way which applies to any competition or matter wholly within the jurisdiction of the association which has imposed the sanction.
- 108.12** Swim England shall have the right to enjoin any appeal made under this Regulation 108 as a party or initiate an appeal under this Regulation 108 if it is considered by Swim England to be in the best interest of the sport for it to do so.

**108.13** An appeal submitted under the provision of this Regulation 108 and Regulation 161.2 shall be considered by the Chair of the Panel whose members will be designated to hear the appeal. The Chair of the Panel shall decide if the appeal shall proceed.

**108.14** An application to withdraw an appeal initially made under the provision of this Regulation 108 and Regulation 161.2 shall only be granted if the Chair of the Committee appointed to hear the appeal decides that the application for withdrawal of the appeal should be accepted.

## **109. Sanctions**

**109.1** Sanctions may include but shall not be limited to:

**109.1.1** a written warning;

**109.1.2** a requirement to change current practices;

**109.1.3** a requirement to change the rules of a club, body or organisation;

**109.1.4** suspension from any or all activities under the jurisdiction of Swim England for a specified number of events or for a period with or without limit of time;

**109.1.5** a financial penalty.

**109.2** A club, body, organisation or individual against whom an order has been made by the Commissioner, a Disciplinary Committee, Appeal Committee, arbitrator, Arbitration Committee or who has been suspended under the provisions of the British Swimming Anti-Doping Rules shall comply with the terms of that order including any full or partial suspension from any part of any activity controlled by Swim England Regulations or any other activity within the sport.

**109.3** Any sanction including partial or full suspension by the Commissioner, a Disciplinary Committee, an arbitrator, an Arbitration Committee or an Appeal Committee shall be binding on all clubs, associated organisations, corporate organisations, Associate Associations, County Associations, Regional Associations and other bodies affiliated directly to Swim England and if it has, or might have, any effect on international competition or competition in another country, shall be reported by the Judicial Administrator to British Swimming for onward transmission to FINA for recognition world-wide and, in the case of foreign nationals, to their country of origin.

**109.4** Any sanction imposed on a competitor or any other person by FINA, by or recognised by a National Federation affiliated to FINA or a continental body recognised by FINA or by Scottish Swimming or by Swim Wales shall be recognised and enforced by Swim England except that an appeal may be made against the recognition by Swim England and enforcement in England of a sanction imposed by Scottish Swimming or Swim Wales. (Regulation 108.11).

**109.5** The registration card of a registered member suspended from any activity which requires them to be registered shall be withdrawn by the Commissioner, a Disciplinary Committee, an arbitrator, an Arbitration Committee or an Appeal Committee and forwarded to the Membership Team. The member may, at the end of their suspension, apply to the Membership Team for his card to be returned, unless it has expired when they may make a fresh application for registration.

**109.6** After six years from the date of a Judicial Commissioners Determination, a Disciplinary Committee, or an Arbitration Committee hearing or any appeal hearing, or, if a suspension was imposed, after six years from the end of that suspension all records of the relevant hearing(s) shall be destroyed and any penalty shall be expunged from the record of the person or body.

## 110. Fees and costs

**110.1** The fees to be enclosed with a complaint or an appeal shall be:

**110.1.1** for an appeal against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations)

**No fee;**

**110.1.2** for an appeal against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 78.3.1 and Regulation 160.2

**£100.00;**

**110.1.3** for an appeal against the decision of a water polo delegate or a referee in regard to a protest or the failure of a water polo delegate or a referee to resolve a protest (protest appeal)

**£100.00;**

**110.1.4** for a complaint (no fee is required when the complaint is made by an official arising from an incident or incidents dealt with in pursuance of their duties under Swim England Regulations and Technical Rules or FINA Technical Rules)

**£100.00;**

**110.1.5** for an appeal against an automatic suspension imposed by the Judicial Administrator for a breach of FINA Water Polo Rules (water polo appeal)

**No fee;**

**110.1.6** for an appeal against the decision of a Disciplinary Committee made in deciding a water polo appeal

**£200.00;**

**110.1.7** for any other appeal to the Appeals Panel (no fee is required when the appeal is made by an official, following a complaint or report made originally by him arising from an incident or incidents dealt with in pursuance of his duties under Swim England Regulations and Technical Rules or FINA Technical Rules)

**£200.00.**

**110.2** The Commissioner, a Chair of a Disciplinary Committee, a Chair of an Appeal Committee, an arbitrator or a Chair of an Arbitration Committee or a Mediator may order the return of the fee if, in all the circumstances, it seems to any of them to be reasonable to do so. Alternatively, the return of the fee may be taken into account in an award of costs against an unsuccessful party.

**110.3** In addition to any financial penalty which the Commissioner, a Disciplinary Committee, an Appeal Committee or an arbitrator or an Arbitration Committee, as appropriate, may impose under Swim England Regulations the Commissioner, the Chair of the Disciplinary Committee, the Chair of the Appeal Committee or the arbitrator or the Chair of the Arbitration Committee may, at their discretion, make an order for the costs of the hearing to be paid, in such proportion as they may decide, by any of the parties to the hearing. These costs may include expenses reasonably incurred in the preparation for the hearing and in attending any hearing and otherwise in presenting or defending the case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise.

**110.4** When they consider that it is impracticable or unjust to award costs or that the recovery of costs would cause undue hardship, the Commissioner, the Chair of a Disciplinary Committee, the Chair of an Appeal Committee or an arbitrator or the Chair of an Arbitration Committee or the Chair of the Appeals Panel may recommend that Swim England should make a contribution towards the costs of the successful party.

## Internal disputes

### 150. General

- 150.1** The primary objective of the Regulations in this section is to set out ways by which a just outcome of an internal dispute between the members of a club, organisation, association or body may be secured as expeditiously as possible.
- 150.2** An 'internal club dispute' is a dispute involving an alleged breach of the club's rules, between two or more club members, any or none of whom may be an officer of the club, or one or more club members and one or more employees of the club (the 'parties').
- 150.3** Any dispute which involves an allegation that there has been a breach of Swim England Regulations by a member must be dealt with as a complaint under Regulation 102 and the other relevant Regulations.
- 150.4** If the dispute involves an allegation against a paid employee of the club the issue must be dealt with under the terms of their contract of employment.
- 150.5** A failure by a club or any of the parties to comply with these Regulations 150 to 155 inclusive shall be grounds for a complaint under Regulation 102.
- 150.6** Organisations, associations or bodies affiliated to Swim England shall conform with such parts of Regulations 150 to 155 inclusive as may reasonably be applied to them, in all respects as if they were a club.

### 151. Sequence of steps to deal with a dispute

- 151.1** The parties shall use any reasonable means to settle the issues between them informally and amicably.
- 151.2** If such a resolution cannot be achieved, the dispute shall be referred to the Chair of the club committee or, if he is a party to the dispute, to another officer of the club who is not a party who within seven days of the reference shall appoint an independent person to act as a mediator between the parties. The mediator may be a member of the club or a member of another club affiliated to Swim England.
- 151.3** If the mediator is unable to bring about a satisfactory settlement within 21 days, the club committee shall within a further 14 days appoint a panel (the 'panel') to determine the dispute.
- 151.3.1** The panel shall consist of three persons who have not been involved in the dispute, either from the members of the club or, if this is not possible or desirable, from the members of any other club affiliated to Swim England.
- 151.3.2** The parties shall be given the opportunity to object to any of the members of the panel at least seven days before the scheduled date of any hearing. The club committee shall consider any such objections, decide whether they are justified and act accordingly.
- 151.4** If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not include a breach of Swim England Regulations, it may be dealt with under the relevant provisions of Regulation 281 which deal with club rights and responsibilities.

### 152. Procedure before a hearing

- 152.1** The panel members shall appoint one of their number to act as the Chair and either appoint another of their number, or alternatively appoint an additional person without any other powers, to act as the clerk of the hearing.

- 152.2** The Chair of the panel shall arrange the date of the hearing and notify the parties of the arrangements at least 14 days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time.

### **153. Procedure at a hearing**

- 153.1** The procedure shall be flexible and it shall be the responsibility of the Chair of the panel to ensure the orderly and effective conduct of the hearing.
- 153.2** The panel shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the panel and present their case. The Chair shall have the discretion to limit the number of witnesses that would otherwise have been called.
- 153.3** Witnesses shall normally be provided with an area outside the hearing room and not take any part in the hearing other than giving evidence and responding to questions.
- 153.4** The parties shall be informed of their right to make a complaint under Regulation 102 if they are dissatisfied with the conduct of the hearing or the grounds upon which the decision was made or if they consider any sanction imposed to be disproportionate.

### **154. Procedure after a hearing**

- 154.1** The panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties.
- 154.2** Notwithstanding anything in Regulation 154.1 the Chair shall notify the parties and, if the club was not a party to the dispute, the club secretary in writing of its findings and decisions within five days of the hearing.

### **155. Considerations regarding children**

- 155.1** Any person under the age of 18 (a 'child') who is a party to a dispute or who has been called as a witness shall normally be accompanied by a parent, a person with parental responsibility or a suitable adult. The Chair shall have the sole discretion as to whether a child is permitted to present or defend a case or be questioned as a witness and may order that the child be assisted or represented by an adult.
- 155.2** The Chair shall give due consideration to any child attending a hearing as a party to a dispute or to give evidence and in particular:
- 155.2.1** no child aged 14 or under shall normally be expected to attend a hearing to give evidence in person. Their evidence shall normally be given as a written statement with the assistance of a club welfare officer or other person acceptable to the child and parent. Questions and responses may be relayed by a panel member. If the child appears distressed the panel shall rely only on the written evidence;
  - 155.2.2** a child over the age of fourteen shall only attend a hearing as a party to the dispute or to give evidence in person provided they wish to, and the Chair has consulted with the parent and child and is satisfied that they both understand the nature of the hearing and what will happen and that the child is competent to attend;
  - 155.2.3** if there is a disagreement between parent and/or child and the Chair on any of the considerations above, the Chair shall consider requesting advice from the Independent Child Protection Officer via the Swim England Legal Department.



**155.3** During the hearing, a child who is expected to give evidence in person and their accompanying adult(s) shall be required to attend only those parts of the hearing which are necessary for a child to give their evidence and shall be provided with a separate waiting area with no contact with any of the [other] parties.

**155.4** After the hearing the Chair shall inform the parent of the panel's findings and decisions and shall discuss whether they or the parent shall inform the child.

Note: Further guidance is available on the clubs and members section of the Swim England Website.

## Judicial Regulations for the Operation of the Judicial System

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### Protests and complaints

#### 156. Procedure to deal with a protest

**156.1** The procedures for dealing with a protest are set out in Regulations 413, 414 and 415.

#### 157. Procedure to appeal against a referee's decision on a protest

**157.1** An appeal against a decision of a referee in regard to a protest shall be made by completing a standard protest appeal form (available from the Office of Judicial Administration), together with the appropriate fee. (See Regulations 101.4 and 110). The completed form (and any other communications to the Office of Judicial Administration under Swim England Regulations) shall be sent to the Office of Judicial Administration c/o British Para-Swimming, St James Building, Floor 2, 79 Oxford Street, Manchester, M1 6FQ.

#### 158. Procedure to appeal against an automatic suspension for a breach of FINA Water Polo Rules

**158.1** An appeal against the imposition of an automatic suspension for a breach of FINA Water Polo Rules shall be made by sending to the Office of Judicial Administration, a completed standard water polo appeal form (available from the Office of Judicial Administration). (See Regulations 108.6).

#### 159. Procedure to make a complaint

**159.1** A complaint shall be made by sending to the Office of Judicial Administration a completed standard complaint form (available from the Office of Judicial Administration) incorporating a detailed written statement of the matter(s) with which the complainant is dissatisfied and the reasons for the dissatisfaction stating, where relevant, Swim England Regulation violated or the particular breach of the Swim England Code of Ethics. The complaint must be accompanied by the fee (see Regulation 110). A copy of the completed complaint form shall be forwarded as soon as reasonably practicable by the Office of Judicial Administration to the Commissioner.

#### 160. Procedure to deal with a complaint or protest appeal

**160.1** The Commissioner (or their nominee) shall as soon as reasonably practicable, and normally within five working days of receiving a complaint or protest appeal, decide if the complaint or protest appeal should be allowed to proceed. If declined reasons shall be given in writing to the complainant or respondent where they have been previously notified of the complaint from the office of Judicial Administration. Reasons for declining to allow a complaint or protest appeal to proceed shall include that it:

**160.1.1** does not meet the criteria for a complaint or protest appeal in that, for example, it was submitted late;

**160.1.2** does not have enough evidence to warrant further action being taken;

**160.1.3** is not serious enough to warrant further involvement by Swim England. The Commissioner may nevertheless decide that no further action is required and/or decide to deal with the complaint informally by way of advice or information;

**160.1.4** raises an allegation which is unreasonable or vexatious or which is one which is not of concern to Swim England as the National Governing Body of the sport of swimming;

**160.1.5** raises an allegation which is not appropriate to be dealt with by the Swim England judicial system and/or which the Commissioner believes should be referred to an outside body;

- 160.1.6** raises an allegation which is not appropriate to be dealt with by the Swim England Judicial System and/or which the Commissioner believes should be dealt with under other Swim England procedures, such as the Swim England Protocols for Child Safeguarding Investigations;
- 160.1.7** raises matters against which there can be no protest.
- 160.2** If the Commissioner decides to allow a complaint or protest appeal to proceed, they shall decide: whether:
- 160.2.1** it involves an allegation properly to be categorised as serious misconduct liable to bring the sport into disrepute, in which case the commissioner may decide the issue or may judge that their powers of sanction are insufficient for the gravity of the case and refer the complaint to be prosecuted by Swim England before a Disciplinary Committee in accordance with Regulations 162 to 164 inclusive; or
- 160.2.2** it involves an allegation properly to be categorised as misconduct, in which case the commissioner may decide the issue or may judge that their powers of sanction are insufficient for the gravity of the case and refer the complaint to be prosecuted by the complainant under the disciplinary procedure before a Disciplinary Committee in accordance with Regulations 162 to 164 inclusive; or
- 160.2.3** it involves less serious allegations, in which case the commissioner may decide the issue or refer the complaint to be dealt with under the dispute resolution procedure in accordance with Regulations 167 to 174 inclusive.
- 160.3** In the case of a complaint which was submitted later than 30 days after the alleged incident giving rise to it, the Commissioner may nevertheless permit it to proceed, if they are satisfied that it would be in the interests of the sport to do so. Before arriving at a decision, the commissioner may, through the Office of Judicial Administration, seek an explanation for the delay in submitting the complaint.
- 160.4** The Commissioner shall endeavour to reach their decisions under this Regulation 160 as soon as reasonably practicable and normally within 24 hours from the time the Commissioner receives their copy of the complaint, but may delay doing so in the event that they needs further information or they require some further preliminary investigation.
- 160.5** The Commissioner shall direct the Office of Judicial Administration to notify all interested persons and/or bodies as soon as reasonably practicable, and normally within two working days, of any decision by them under this Regulation 160, setting out their reasons for the decision.
- 160.6** In accordance with Regulation 108.2 or 108.3, the complainant or a respondent or Swim England may appeal, against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations) or against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 160.2.3.

## **161. Procedure to deal with an appeal against a decision of the Commissioner**

- 161.1** For an appeal against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations):
- 161.1.1** The Chair of the Disciplinary Panel may consider the grounds of appeal themselves or appoint another member of the Disciplinary Panel to do so. The Chair or the appointed

member shall as soon as reasonably practicable, and normally within five working days of being appointed, confirm or reverse the decision made by the Commissioner and may grant or refuse permission to proceed with the complaint. The decision of the Chair or the member of the Disciplinary Panel considering the appeal shall be final.

**161.1.2** If the Chair or the member of the Disciplinary Panel considering the appeal allows an appeal against the refusal of the Commissioner to allow a complaint to proceed on the grounds of the lateness of the complaint, the committee or individual hearing the complaint in any subsequent proceedings shall give due regard to the lateness of the complaint.

**161.2** For an appeal against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 160.2.3:

**161.2.1** on receipt of a notice of appeal, the appropriate fee and supporting documents, the Office of Judicial Administration shall send a copy of the notice and the supporting documents to the Chair of the Disciplinary Panel;

**161.2.2** the Chair of the Disciplinary Panel may on receipt of the notice of appeal if he or she decides that an appeal may proceed suspend the decision of and/or penalty imposed by the Commissioner pending the outcome of the appeal. If a notice of appeal is withdrawn the Chair of the Disciplinary Panel shall uphold the decision of the Commissioner;

**161.2.3** when the Chair of the Disciplinary Panel shall direct, the Office of Judicial Administration shall send a copy of the notice of appeal and the supporting documents, including a copy of the written decision and the written reasons for the decision of the Commissioner, to each of the other parties involved and to the Commissioner. The Office of Judicial Administration shall also notify the appropriate Regional Chair, or their equivalent, and any other interested person or body that was informed of the decision of the Commissioner, that an appeal has been lodged and whether the decision of and/or any penalty imposed by the Commissioner has been suspended pending the outcome of the appeal;

**161.2.4** the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to a hearing by a Disciplinary Committee and confirm whether the decision of and/or any penalty imposed by the Commissioner will be suspended pending the decision of the Committee on the appeal;

**161.2.5** subject to the discretion of the Chair of the Disciplinary Panel the hearing may be a complete reconsideration of the case or a hearing on the specific issue(s) raised in the appellant's notice of appeal;

**161.2.6** the Disciplinary Committee shall be conducted as far as is practicable as if it was an Appeal Committee, in accordance with Regulation 106 and the procedures set out in Regulations 175 to 177 inclusive.

## **Disciplinary Procedures**

### **162. Procedure to deal with a complaint which involves misconduct or serious misconduct liable to bring the sport into disrepute by reference to a Disciplinary Committee**

**162.1** On a decision of the Commissioner that a complaint involves misconduct or serious misconduct and that their powers of sanction are insufficient for the gravity of the case:

**162.1.1** in the case of a complaint which involves 'serious misconduct liable to bring the sport into disrepute' the Commissioner shall process the Complaint through Swim England. The Disciplinary Officer appointed to discharge the prosecution before a Disciplinary

Committee shall be responsible for formulating particulars of the charge(s) of serious misconduct to be laid against the defendant(s) to the complaint;

- 162.1.2** in the case of a complaint which involves misconduct the Office of Judicial Administration shall notify the complainant of the requirement that the complainant shall prosecute the complaint before a Disciplinary Committee;
- 162.1.3** in either case the Commissioner shall give directions for the future conduct of the complaint. The Commissioner may make such orders as they think fit relating to the procedural aspects prior to the hearing which may include, but not be limited to:
- 162.1.3.1** the procedure and timetable for submitting written statements of claim, defence and counterclaim and reply;
  - 162.1.3.2** the procedure and timetable for the production and inspection of documents or property;
  - 162.1.3.3** the procedure and timetable for the submission of the names and details of any witnesses the parties concerned wish to call.
- 162.2** The Office of Judicial Administration shall as soon as reasonably practicable, and normally within two working days of receiving the Commissioner's directions, send a copy of the complaint to the defendant(s) and notify the parties in writing of the directions given by the Commissioner and the names from the panel from whom the three individuals who will constitute the Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 162.3** The Office of Judicial Administration shall forward any objections to the Commissioner who shall consider them. The decision of the Commissioner in respect of an objection shall be final.
- 162.4** The Commissioner, having taken account of any objections made under this Regulation 162, shall, after consulting the Chair of the Disciplinary Panel, appoint a Disciplinary Committee which shall normally consist of three members of the Disciplinary Panel. One of the three members shall be appointed by the Commissioner as the Chair of the Committee.
- 162.5** The Commissioner shall as soon as reasonably practicable, and normally within five working days, arrange the date, time and venue of a hearing of the Committee which shall normally commence within 60 days of the receipt by the Office of Judicial Administration of an accepted complaint form and fee.
- 162.6** The Commissioner and where appropriate a Disciplinary Committee shall have the authority to strike out a complaint or bar a defence in the event that the complainant or defendant(s) fail to comply with the directions given.
- 162.7** The Commissioner, through the Office of Judicial Administration shall as soon as reasonably practicable, and giving them at least 28 days notice, notify the parties of the arrangements for the hearing including the date, time and place of the hearing. The Office of Judicial Administration shall notify the parties of the procedure to be followed prior to the hearing, following the Commissioner's direction under Regulation 162.1.3, as soon as reasonably practicable and giving them at least 28 days' notice.
- 162.8** Where, under Regulation 78.3.2, the Commissioner has directed an expedited hearing all requirements in these Regulations related to periods of limitation may be waived by the Commissioner, including those periods stipulated in Regulations 162.5, 162.7, 162.9, 162.10, and 162.12.

- 162.9** The parties concerned may rely on written representations made prior to the hearing and/or appear in person. The parties shall be asked to confirm whether they intend to attend the hearing and they shall reply within five days of being asked.
- 162.10** At least 21 days in advance of the hearing date each party to the complaint must provide to the Office of Judicial Administration details of any witnesses they wish to call (including, where appropriate, any complainants or defendant(s) together with copies of their written statements, and copies of any other documentary evidence they propose to rely on at the hearing.
- 162.11** At least 14 days in advance of the hearing date each party to the complaint must provide to the Office of Judicial Administration, the name and status of any representative (professional or otherwise) through whom he proposes to present his case.
- 162.12** As soon as reasonably practicable and normally within five working days of receiving notification of representation in 162.10 and/or 162.11 above, the Office of Judicial Administration shall notify each party to a complaint the names of the other party's witnesses and the name and status of any representative who will be presenting a party's case.
- 162.13** Once a Complaint has been accepted by the Commissioner, unless the Commissioner or the Chair appointed to hear the complaint direct otherwise, the Office of Judicial Administration shall copy all subsequent correspondence relating to that complaint received from one party to the other party as soon as reasonably practicable, and normally within five working days of the receipt of the respective communications.
- 162.14** Notwithstanding Regulation 162.15, copies of all written documents or other evidence relevant to the dispute between the parties shall be provided by the Office of Judicial Administration to the parties to the complaint and the members of the Committee at least seven days in advance of the hearing. The evidence shall be provided without modification. No further written evidence shall be accepted after this date without the prior agreement of the Chair of the Committee.
- 162.15** All documents provided in accordance with the Regulations by the Office of Judicial Administration to the parties or to the Commissioner or for the purposes of a hearing by a Disciplinary Committee shall be solely for the use of those parties in connection with the issues to be determined by the Committee. They must be kept confidential and shall not be used for any collateral or ulterior purpose.
- 162.16** The hearing shall normally take place in private except that the Chair of the Committee may decide to hold a hearing in public provided that:
- 162.16.1** before making the decision the Chair has consulted the parties involved and has taken their wishes into account;
  - 162.16.2** the Chair is satisfied that it is in the interest of the sport to do so, having regard to the interests of the Committee, any particular need for privacy, the rights of others and the need to encourage others to cooperate with judicial proceedings in general.
- 162.17** If any of the parties concerned do not attend the Committee hearing the matter may be dealt with by the Committee in the absence of that party taking into account any written representations that may have been received from that party.
- 162.18** At least 28 days in advance of the hearing the Office of Judicial Administration shall send to the defendant(s) the record of previous offences, if any, of the defendant(s). The defendant(s) shall have 10 working days from the date of sending the record to challenge its accuracy.

The Office of Judicial Administration shall subsequently send to the Chair of the Committee the record of previous offences, if any, of the defendant. It shall be supplied in an inner sealed envelope which shall be opened only in accordance with Regulation 163.4.

**162.19** If the Commissioner is satisfied that it is in the interest of the sport to do so, they may vary any period of time specified in this Regulation 162 relative to that Committee and its procedures. The decision shall be notified by the Office of Judicial Administration to all the parties to the complaint.

**162.20** Where an appeal is made under the provisions of Regulation 108.7, the Office of Judicial Administration shall forward any such appeal to the Chair of the Appeals Panel who shall consider it and respond as soon as reasonably practicable and normally within five working days. The decision of the Chair of the Appeals Panel in respect of the appeal shall be final.

### **163. Procedure at a Disciplinary Committee hearing**

**163.1** The procedure shall be flexible and shall be at the discretion of the Chair of the Disciplinary Committee who may make such orders, as they feel necessary to ensure the orderly and effective conduct of the hearing.

**163.2** The Chair of the Disciplinary Committee may, in his discretion invite a regional legal adviser or another legally qualified person or discipline expert to act as adviser to them and/or the Committee.

**163.3** The Disciplinary Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Committee and present their case.

**163.4** Prior to a hearing, the Office of Judicial Administration shall provide the Chair, with a sealed envelope enclosed within an outer envelope; the sealed envelope shall contain the party's record of previous offences. Where that party has no previous offences the record shall show this. Where a complaint is upheld the record of previous offences, if any, of the party concerned shall be opened prior to the Disciplinary Committee's consideration of penalty.

**163.5** In any case where the complaint is not upheld the record of previous offences, if any, of the alleged offender supplied by the Office of Judicial Administration shall be returned to the Office of Judicial Administration unopened.

### **164. Procedure after a Disciplinary Committee hearing**

**164.1** The Chair of the Disciplinary Committee may inform the parties orally of the decision of the Disciplinary Committee, after the hearing. Whether or not this is done they shall through the Office of Judicial Administration communicate the decision in writing to the parties, the Judicial Commissioner, the appropriate Regional Chair, or their equivalent, and to such other interested persons or bodies as are advised to the Office of Judicial Administration by the Chair of the Disciplinary Committee as soon as reasonably practicable, and normally within five working days of the date of the hearing. As soon as reasonably practicable thereafter, the parties shall be given in writing the reasons for the decision, notification of their entitlement to appeal and the time by which any notice of appeal must be lodged.

**164.2** On the instructions of the Chair of the Disciplinary Committee and/or Swim England, the Office of Judicial Administration shall normally publish, within the sport, a report of the proceedings, findings and penalties unless in the opinion of the Chair of the Disciplinary Committee there is a significant reason not to do so. However, no report shall be published until the time for appeal against the Committee's decision has expired. In the event of an appeal publication shall be at the discretion of the appropriate Appeal Committee.

**164.3** The Office of Judicial Administration shall send a copy of the Disciplinary Committee's findings, with the notes of the evidence of the witnesses and any observations the Chair of the Disciplinary Committee may think useful, to the Chair of the Disciplinary Panel, the Chair of the Appeals Panel and the Commissioner for their information. The Office of Judicial Administration shall also maintain a record of offences and punishments and then store the papers.

#### **165. Procedure to deal with an appeal against a final decision of a Disciplinary Committee**

**165.1** On receipt of a notice of appeal under Regulation 108.4, the fee and supporting documents, the Office of Judicial Administration shall, as soon as reasonably practicable and normally within five working days, send a copy of the notice and the supporting documents including any record made of the Disciplinary Committee proceedings to the Chair of the Appeals Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chair of the Appeals Panel will decide, or may nominate another member of the Appeals Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chair of the Appeals Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.

**165.2** The Chair of the Appeals Panel or their nominee may, if he or she decides that an appeal may proceed, suspend the decision of and/or penalty imposed by a Disciplinary Committee pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chair of the Appeals Panel shall uphold the decision of the committee.

**165.3** In the event of an appeal being permitted to proceed, the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Appeal Committee hearing and confirm whether the decision of and/or any penalty imposed by the Disciplinary Committee will be suspended pending the decision of the Committee on the appeal. The Office of Judicial Administration shall also notify the Commissioner, the Chair of the Disciplinary Panel and, where appropriate, the Chair of the Disciplinary Committee that first heard the complaint and any other persons informed of the original decision under Regulation 164.1 that an appeal has been lodged, accepted and whether the decision of and/or any penalty imposed by the Disciplinary Committee has been suspended pending the outcome of the appeal.

**165.4** Subject to the discretion of the Chair of the Appeals Panel the hearing may be a complete re-hearing or a hearing on the specific issue(s) raised in the appellant's notice of appeal.

**165.5** The Appeal Committee shall be governed by the procedures set out in Regulations 175 to 177 inclusive.

#### **166. Procedure to deal with a water polo appeal**

**166.1** On receipt of a notice of appeal and supporting documents under Regulation 108.6, the Office of Judicial Administration shall as soon as reasonably practicable, and normally within five working days, send a copy of the notice and the supporting documents to the Chair of the Disciplinary Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chair of the Disciplinary Panel will decide, or may nominate another member of the Disciplinary Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chair of the Disciplinary Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.

**166.2** The Chair of the Disciplinary Panel or their nominee may, if they decide that a water polo appeal may proceed, suspend the automatic sanction imposed by the Office of Judicial Administration



pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chair of the Disciplinary Panel shall uphold the original sanction.

- 166.3** When the Chair of the Disciplinary Committee hearing the Appeal shall direct, the Office of Judicial Administration shall send a copy of the notice of appeal and the supporting documents, to each of the other parties involved. The Office of Judicial Administration shall also notify any other interested person or body that was informed of the imposition of an automatic sanction for a breach of the FINA Water Polo Rules that an appeal has been lodged and whether the penalty notified by the Office of Judicial Administration has been suspended pending the outcome of the appeal.
- 166.4** The Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Disciplinary Committee hearing and confirm whether or not the automatic sanction imposed will be suspended pending the decision of the Committee on the appeal.
- 166.5** The Disciplinary Committee shall generally be conducted in accordance with the procedures set out in Regulations 175 to 177 inclusive in all respects as if it were an Appeal Committee with the exception of those provisions which are incapable of being applied to a water polo appeal.

## **Dispute resolution procedures**

### **167. Provision of persons to deal with dispute resolution procedures,**

- 167.1** Following a determination of the Commissioner that a complaint or protest appeal be dealt with by the dispute resolution procedure the Commissioner shall make due provision for settling such differences and disputes and may appoint such sole arbitrator(s), Arbitration Committee(s), mediator(s), expert(s) or other person(s) as may be appropriate to consider and determine the issues.

### **168. Agreement to refer a complaint to arbitration**

- 168.1** The fact of membership of, or affiliation to, Swim England shall constitute an agreement under the Arbitration Act 1996 and any statutory modification thereto, to refer to arbitration all complaints determined by the Commissioner to be suitable for arbitration.

### **169. Procedure to deal with a complaint by arbitration.**

- 169.1** The Commissioner shall notify the Office of Judicial Administration who shall notify the parties in writing of the list of names from the panel from whom the arbitrator or the Arbitration Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 169.2** The Office of Judicial Administration shall forward any objections to the Commissioner who shall consider them. The decision of the Commissioner in respect of an objection shall be final.
- 169.3** The Commissioner, in consultation with the Chair of the Disciplinary Panel, having taken account of any objections made under this Regulation shall appoint an arbitrator or an Arbitration Committee which shall normally consist of three members of the Disciplinary Panel. One of the members of the Arbitration Committee, if one is appointed, shall be appointed by the Commissioner as the Chair of the Arbitration Committee.
- 169.4** The Commissioner shall determine all procedural and evidential matters. Those matters may include but are not limited to:
- 169.4.1** the procedure for submitting written statements of claim, defence and counterclaim and reply;

- 169.4.2** the procedure for the production and inspection of documents or property;
- 169.4.3** the procedure for submitting other material to the arbitrator or the Arbitration Committee, including whether to apply strict rules of evidence or any other rules as to the admissibility, relevance or weight of any material tendered by a party on any matter of fact or expert opinion and to determine the true manner and form in which such material should be exchanged between the parties and presented to the arbitrator or the Arbitration Committee;
- 169.4.4** whether after consultation with the Chair, there should be a hearing or hearings before the arbitrator or the Arbitration Committee or whether the dispute should be determined on the basis of written submissions and documents alone.

**169.5** The Commissioner or the arbitrator or the Chair of the Arbitration Committee may arrange a preliminary meeting with the parties and/or their representatives to assist in determining the procedures for the arbitration.

**169.6** In the event of default by either party in respect of any matter under these Regulations or of any procedural order or direction of the Commissioner, arbitrator or the Arbitration Committee, the Commissioner, arbitrator or the Arbitration Committee shall have the power, upon application by any party or of its own motion:

- 169.6.1** to debar that party from further participation, in whole or in part, in the arbitration; and/or
- 169.6.2** proceed with the arbitration and deliver an award; and/or
- 169.6.3** make such other order as seems fit.

**169.7** The parties shall preserve and respect the confidentiality of the arbitration proceedings, including the issues in the dispute and the evidence and arguments presented by the parties.

**169.8** Except with the prior written agreement of the parties to the arbitration, no disclosure shall be made to any third party of the contents of any documents or other evidence produced in the arbitration or any procedural decision of the arbitrator or the Arbitration Committee or their or its Award, or any part of them save and to the extent that disclosure may be required of any party by legal duty, to protect or pursue a legal right or to enforce an award.

## **170. Procedure for an arbitration hearing**

**170.1** The Commissioner in consultation with the arbitrator or the Chair of the Arbitration Committee shall fix the date, time and place of any hearings in the arbitration and the Office of Judicial Administration shall give the parties as much notice as is reasonable of the date, time and place of any hearings.

**170.2** The hearing shall normally take place in private except that the arbitrator or the Chair of the Arbitration Committee may decide to hold a hearing in public provided that:

- 170.2.1** before making the decision they have consulted the parties involved and has taken their wishes into account;
- 170.2.2** they are satisfied that it is in the public interest to do so, having regard to the interests of the Arbitrator or the Arbitration Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.

**170.3** The procedure at a hearing shall be flexible and shall be at the discretion of the arbitrator or the Chair of the Arbitration Committee who may make such orders as they feels necessary to ensure the orderly and effective conduct of the hearing.

**170.4** An Arbitration Committee shall decide on any issue by a majority and if it fails to reach a majority decision on any issue, the decision of the Chair of the Arbitration Committee shall be final. The decision and/or award shall be in writing and shall be dated and signed by the arbitrator or the Chair of the Arbitration Committee and unless otherwise agreed shall be accompanied by the reasons on which it is based.

**171. Procedure after arbitration**

**171.1** The arbitrator or the Chair of the Arbitration Committee shall arrange for the decision and/or award to be delivered to the Office of Judicial Administration together with details of the persons or parties including the Commissioner to be informed of the findings of the arbitrator or Arbitration Committee and the Office of Judicial Administration shall notify the parties and the Commissioner accordingly.

**171.2** There shall be a right of appeal against the decision and/or award of an arbitrator or an Arbitration Committee in accordance with Regulation 108.5.

**172. Procedure to deal with an appeal against a final arbitration decision**

**172.1** On receipt of a notice of appeal under Regulation 108.5, the fee and supporting documents, the Office of Judicial Administration shall as soon as reasonably practicable, and normally within five working days, send a copy of the notice and the supporting documents including any record made of the Arbitration proceedings to the Chair of the Appeals Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chair of the Appeals Panel will decide, or may nominate another member of the Appeals Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chair of the Appeals Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.

**172.2** The Chair of the Appeals Panel or their nominee may, if they decides that an appeal may proceed, suspend the decision of and/or penalty imposed by the arbitrator or the Arbitration Committee pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chair of the Appeals Panel shall uphold the decision.

**172.3** In the event of an appeal being permitted to proceed, the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Appeal Committee hearing and confirm whether the decision of and/or any penalty imposed by the arbitrator or the Arbitration Committee will be suspended pending the decision of the Committee on the appeal. The Office of Judicial Administration shall also notify the Commissioner, the Chair of the Disciplinary Panel and the arbitrator or, where appropriate, the Chair of the Arbitration Committee that first heard the complaint and any other persons informed of the original decision under Regulation 171.1 that an appeal has been lodged, accepted and whether the decision of and/or any penalty imposed by the arbitrator or the Arbitration Committee has been suspended pending the outcome of the appeal.

**172.4** Subject to the discretion of the Chair of the Appeals Panel the hearing may be a complete rehearing or a hearing on the specific issue(s) raised in the appellant's notice of appeal.

**172.5** The Appeal Committee shall be governed by the procedures set out in Regulations 175 to 177 inclusive.

### **173. Procedure to deal with a complaint by referral to an expert**

**173.1** If in the opinion of the Commissioner a complaint relates to issues within the expertise of a technical expert then the Commissioner may direct that such dispute shall be referred to a person agreed between the parties, or, in default of agreement by both parties within 21 days of notice from the Office of Judicial Administration calling upon them so to agree, by the Commissioner. Such person shall be appointed to act as an expert and not as an arbitrator and the decision of such person shall be final and binding. The costs of such expert shall be borne equally by the parties unless such expert shall decide one party has acted unreasonably in which case they shall have discretion as to costs.

### **174. Procedure to deal with a complaint by mediation**

**174.1** As soon as reasonably practicable upon receipt of a decision of the Commissioner that a complaint is to be dealt with by mediation the Office of Judicial Administration shall send a copy to each of the parties who are involved.

**174.2** The Commissioner shall nominate an individual to act as the mediator. However, if the Chair of the Disciplinary Panel is nominated to act as the mediator, the Commissioner shall receive the mediation report and the Chair of the Disciplinary Panel shall take no part in any subsequent arbitration or hearing of the appeal or complaint.

**174.3** The Office of Judicial Administration shall notify the parties of the identity of the nominated mediator, as soon as reasonably practicable and normally within 10 working days of the receipt of the Commissioner's decision that the matter be dealt with by a mediator. The parties shall within seven days of receipt of this notification be entitled to lodge with the Office of Judicial Administration objections against the nominated mediator stating the grounds for the objection.

**174.4** If in the judgment of the Commissioner the parties are not co-operating in good faith at any stage in the process with any direction for mediation the Commissioner is empowered to make such order as they see fit including making a summary judgment.

**174.5** If the Commissioner or where appropriate the Chair of the Disciplinary Panel accepts an objection to a nominated mediator either the Commissioner or the Chair of the Disciplinary Panel may nominate another member of the Disciplinary Panel to act as the mediator and the Office of Judicial Administration shall notify the parties of the identity of the new nominated mediator.

**174.6** If the parties and/or the Commissioner, or as the case might be the Chair of the Disciplinary Panel, cannot, within 28 days of the initial notification to them of the identity of a nominated mediator, agree on a mediator the appellant or complainant shall have the right to have the matter referred to arbitration and any time expended on the mediation procedure shall be discounted when fixing the date of the hearing.

**174.7** The mediator shall normally have a period of 28 days from the date of their appointment to assist in the settlement of differences between the parties. If the mediator is unable to assist in settling the differences they shall report to the Commissioner who shall then proceed to deal with the complaint or appeal under the Regulations regarding arbitration unless, in the opinion of the mediator, there is a possibility of serious misconduct having been involved but not disclosed in the original complaint in which instance the Commissioner will reassess the complaint.

**174.8** No formal record or transcript of the mediation process shall be made.

**174.9** There shall be no appeal from a mediation agreement signed by the parties following the mediation.

## **175. Procedures for an Appeal Committee**

- 175.1** The Office of Judicial Administration shall notify the parties in writing of the list of names from the panel from whom the three individuals who will constitute the Appeal Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 175.2** The Office of Judicial Administration shall forward any objections, to the Chair of the Appeals Panel who shall consider them. The decision of the Chair of the Appeals Panel in respect of any objections shall be final except that where an objection relates to the Chair of the Appeals Panel themselves the Office of Judicial Administration shall forward it to the Commissioner, or their nominee for decision.
- 175.3** The Chair of the Appeals Panel having taken account of any objections made under Regulation 175.1 shall appoint a Committee, which may consist of the Chair of Appeals Panel or one of the Vice-Chair's and two other members, who may be Vice-Chair's of the Appeals Panel. One of the three shall be designated by the Chair of the Appeals Panel as the Chair of the Appeal Committee.
- 175.4** As soon as reasonably practicable thereafter, and normally within five working days of the receipt of the Chair of Appeal Committee's appointment, the Chair of the Appeal Committee shall arrange the date, time and venue of a hearing of the Appeal Committee which shall normally commence within 60 days of the receipt by the Office of Judicial Administration of the appeal form and fee.
- 175.5** The Chair of the Appeal Committee may make such orders as they think fit relating to the procedural aspects prior to the hearing, which may include, but not be limited to:
- 175.5.1** the procedure and timetable for submitting any further written statements of claim, defence and counterclaim and reply;
  - 175.5.2** the procedure and timetable for the production and inspection of any further documents or property;
  - 175.5.3** the procedure and timetable for the submission of the names and details of any witnesses the parties concerned wish to call.
- 175.6** The Office of Judicial Administration following consultation with the Chair of the Appeal Committee shall, as soon as reasonably practicable and giving them at least 28 days notice, notify the parties of the arrangements for the hearing including the date, time and place of the hearing and of the procedure to be followed prior to the hearing.
- 175.7** The parties concerned may rely on written representations made prior to the hearing and/or appear in person. The parties shall be asked to confirm whether they intend to attend the hearing.
- 175.8** At least 21 days in advance of the hearing date each party to the original complaint must give to the Office of Judicial Administration details of any witnesses each party wishes to call, together with copies of any further witness statements and any further documentary evidence they propose to rely on at the hearing.
- 175.9** At least 14 days in advance of the hearing date each party to the original complaint must give to the Office of Judicial Administration the name of any representative (professional or otherwise) through whom each party proposes to present their case at the appeal hearing.
- 175.10** The Office of Judicial Administration shall notify the parties to the appeal of the names of the other party's witnesses and the name and status of any representative who will be presenting a party's case.

- 175.11** Copies of written documents or other evidence relevant to the dispute between the parties shall be provided by the Office of Judicial Administration to the parties to the appeal and the members of the Appeal Committee at least seven days in advance of the hearing. The evidence shall be provided without modification. No further written evidence shall be accepted after this date without the prior agreement of the Chair of the Appeal Committee.
- 175.12** Any copy documents provided in accordance with the Regulations by the Office of Judicial Administration to the parties to a hearing by an Appeal Committee shall be solely for the use of those parties in connection with the issues to be determined by the Committee. They must be kept confidential and shall not be used for any collateral or ulterior purpose.
- 175.13** The hearing shall normally take place in private except that the Chair of the Appeals Panel and/or the Chair of the Appeal Committee may decide to hold a hearing in public provided that:
- 175.13.1** before making the decision they has consulted the parties involved and has taken their wishes into account;
- 175.13.2** he is satisfied that it is in the interest of the sport to do so, having regard to the interests of the Appeal Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.
- 175.14** If any of the parties concerned do not attend the Appeal Committee hearing the matter may be dealt with by the Appeal Committee in the absence of that party taking into account any written representations that may have been received from that party.
- 175.15** The Office of Judicial Administration shall send to the Chair of the Appeal Committee the record of previous offences, if any, of the alleged offender. It shall be supplied in an inner sealed envelope, which shall be opened only in accordance with Regulation 176.4.
- 175.16** If the Chair of an Appeal Committee is satisfied that it is in the interest of the sport to do so, he may vary any period of time specified in this Regulation 175 relative to that Committee and its procedures. The decision shall be notified by the Office of Judicial Administration to all the parties to the appeal.
- 175.17** An appeal may be made against any such decision. (See Regulation 108.7). The Office of Judicial Administration shall forward any such appeal to the Chair of the Appeals Panel for his decision unless the appeal lies against a decision of the Chair of Appeals Panel in which instance the Office of Judicial Administration shall for forward it to a Vice-Chair. The decision of the Chair or Vice-Chair of Appeals Panel in respect of the appeal shall be final.

## **176. Procedure at an Appeal Committee hearing**

- 176.1** The procedure shall be flexible and shall be at the discretion of the Chair of the Appeal Committee who may make such orders as they feel necessary to ensure the orderly and effective conduct of the hearing.
- 176.2** The Chair of the Appeal Committee may, in their discretion invite a regional legal adviser or another legally qualified person or discipline expert to act as adviser to them and/or the Appeal Committee.
- 176.3** The Appeal Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that any hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Appeal Committee and present their case.

- 176.4** In any case where an appeal by a complainant is upheld the record of previous offences, if any, of the offender, supplied by the Office of Judicial Administration shall be opened before the Appeal Committee considers the imposition of a penalty.
- 176.5** In any case where an appeal by a complainant is not upheld or an appeal by a defendant is upheld the record of previous offences, if any, of the alleged offender, supplied by the Office of Judicial Administration shall be returned to the Office of Judicial Administration unopened.

#### **177. Procedure after an Appeal Committee hearing**

- 177.1** The Chair of the Appeal Committee may inform the parties orally of the decision of the Appeal Committee, after the hearing. Whether or not this is done, the Chair shall through the Office of Judicial Administration communicate the decision in writing to the parties, the Commissioner and the appropriate Regional Chair, or their equivalent, and additionally to such other interested persons or bodies as are advised to them by the Chair of the Appeal Committee as soon as reasonably practicable, and normally within five working days of the date of the hearing. As soon as reasonably practicable thereafter the written reasons for the decision shall be given to the parties.
- 177.2** The Appeal Committee and/or Swim England shall normally publish a report of the proceedings, findings and penalties unless in the opinion of the Chair of the Appeal Committee there is a significant reason not to do so.
- 177.3** The Office of Judicial Administration shall send a copy of the findings of the Appeal Committee with the notes of the evidence of the witnesses and any observations the Chair of the Appeal Committee may think useful, to the Chair of the Disciplinary Panel and the Chair of the Appeals Panel for information. The Office of Judicial Administration shall also maintain a record of offences and punishments and then store the papers.

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#### **Guidelines for Water Polo Delegates, the Referees (of all disciplines) and Juries of Appeal when dealing with protests or appeals and providing guidance on complaints procedures.**

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#### **The following guidelines do not form part of Swim England Regulations but they have been revised to take account of recent changes in the Regulations.**

The Regulations relating to the treatment of protests, appeals and complaints have changed. Fortunately the need for a water polo delegate or a referee to handle a protest or for a Jury of Appeal to adjudicate on a referee's decision on a protest occurs infrequently and therefore reference to procedures to be followed is very advisable. Protests can arise in any discipline of our sport and the purpose of these notes is to give guidance to referees of all the Disciplines about how to handle a protest and/or an appeal as and when received. Dealing with Complaints is not part of a water polo delegate's or a referee's or a Jury of Appeal's duties but guidance on the procedures may sometimes be needed.

Specific procedures apply to some disciplines e.g. water polo which require the referee to adhere to FINA Rules and Swim England water polo referees handbook. These guidelines should therefore be read in conjunction with the appropriate other documentation. As far as possible the Swim England Regulation numbers in the current Handbook have been quoted.

It should be remembered that, particularly at the higher levels of our sport, competitors are receiving funding for their achievements and decisions made by officials could have a profound effect on an individual's 'earning power'. In sport, generally, recourse is increasingly being made to litigation. It is partly for this reason that the Regulations have been strengthened and the need to take the correct action at the start of a potential dispute is very important. The protest is the first stage of the Judicial process and the referee is at the forefront.

## **Protests (Regulation 101)**

### **Definition**

A protest is an allegation that the Swim England Regulations, Technical Rules or the promoter's conditions governing a competition have not been complied with or have been misinterpreted.

### **For example**

- a swimmer is competing out of age;
- the correct officials are not present;
- competition starting times are not being adhered to;
- a swimmer is ineligible to represent a club.

A protest cannot be made against the decision of a referee or any other Official regarding placings, disqualifications, fouling or any other facts of a competition. If an individual believes that a referee was misinterpreting the Swim England Technical Rules with regards to the Backstroke turn for example he could make a protest but would have to accept any disqualifications at the time. If the individual after making a protest is still not satisfied with the referee's decision then they have the right of appeal to the Judiciary (see later).

### **Appointment of a Jury of Appeal**

A promoter can appoint a Jury of Appeal. If one is appointed then the responsibility for dealing with Protests remains with the referee but the referee's decision on a protest made to them may be appealed directly to the Jury of Appeal.

Swim England Regulations now require, wherever practicable, that a Jury of Appeal be appointed for all licensed events, including county events. The Jury must consist of three persons of whom normally at least one must be familiar with the discipline concerned. Prior to the sitting of a Jury of Appeal one member of the Jury should be appointed as Chair and another as Secretary. The members of the Jury should be available immediately. The competition promoter shall determine what level of involvement in the competition members of a Jury may have. Clearly they must not have had any involvement in the incident which forms the basis of the protest and have the ability to act impartially and without any conflict of interest.

### **How is a protest made?**

If the reason for the protest is known before the meet/match/events starts then it must be made, orally, to the referee as soon as reasonably practicable beforehand. It may mean that the protest is sent to the promoter before the date of the meet/match/event starts. The referee should be told whether a Jury of Appeal is being appointed. The promoter has no power to deal with a protest. It can only be dealt with by the referee. This may mean the promoter has to appoint the referee well before the date of the event and pass on the protest to them. The promoter should provide the referee with a copy of the Competition Conditions before the event.

Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered, from the date upon which entries to that competition close, as the lead referee. The lead referee shall receive all protests of a general nature (e.g. a protest which covers more than one specific event). However if a protest relates to a specific event then the referee responsible for that event must also be responsible for the protest.

If the protest arises whilst the competition is taking place then it must be made to the referee within 30 minutes of the incident which gives rise to it occurring. The previous definition of 'event' no longer applies because it is difficult to define when an event is completed. Bear in mind these Regulations apply equally to an open water 25km swim, a water polo match, 50 metre sprint event, diving or artistic swimming.

A protest can be made by a competitor (or someone on their behalf) a club, or an official taking part in the competition. In other words virtually anybody can make a protest.

Some flexibility may need to be applied in the case of a 25km open water swim when it may be physically impossible for someone trying to make a protest to reach the referee within 30 minutes of the incident.



### **How should a protest be dealt with?**

The procedure for the handling of a protest should include the following objectives and principles:

Try to resolve the matter, as soon as possible, to the satisfaction of all parties. Emotions are often running high and a protest is not going to be resolved on the poolside surrounded by swimmers, coaches, parents and officials who all know the rules and regulations better than the referee!

Hopefully in swimming events a second referee can keep the competition moving.

Find a quiet area away from the poolside and listen to the individual making the protest quietly and carefully making a written note of all the salient facts.

Decide whether a protest is, in fact, being made and if so, whether it can be accepted.

Involve all the other parties who are the subject of the protest. Listen to their point of view, issues and concerns. If any of the parties concerned are under 18 then the referee must involve the parent, guardian or suitable Club Official. Do not interview a minor alone.

Try and get all the parties together in a calm and constructive atmosphere and hopefully, endeavour to reach agreement rather than compromise. Do not rush the matter, let all concerned have their say and try and resolve grievances.

At the end of the discussion the referee must reach and record a clear and positive decision based on the facts submitted, Swim England Regulations and the Promoters Conditions.

The information recorded should include, the original protest, the reason for it names of all the parties involved and witnesses, a brief summary of the evidence and the decision with reasons.

No firm guidelines about types of decisions can be given as every case is different. The referee has to make every effort to reach a fair and just result based on facts.

Exceptionally sufficient information may not be available to resolve the Protest immediately (e.g. such as the eligibility of a swimmer to take part in a competition when the registration documentation may not be available). The referee may then ask all parties to 'pend' the matter until the information can be obtained. In such circumstances, unless the outcome can have no effect on the awards, all medals and prizes will have to be withheld until any protest has been heard and resolved. A short timescale should be put on receipt of the information. In such cases it is the responsibility of the referee to keep all the parties concerned informed of progress. It is recommended that if the matter cannot be resolved quickly and within a reasonable timescale, agreed with all the parties, the referee informs all the parties accordingly so that they may decide if they wish to appeal.

It should be noted that the promoter no longer has any function in the judicial process other than to receive a protest made prior to the event and to collect and store the protest paperwork for a year after the event (Regulation 101.6). Should the referee be unable to resolve the protest the only means by which any party can pursue the issue is by way of an appeal either to the Jury of Appeal if one has been appointed or, if not, to the Judiciary under the Judicial Regulations. If there is no appeal then the protest lapses. It is advisable for the referee to inform the promoter that an unresolved protest exists.

Communication, to all concerned, is very important and the referee must decide when and what to communicate. It is essential to keep the rumour machine under control. If the announcer is asked to explain what is happening then give them a written note rather than have the announcer produce an interpretation.

If the protest cannot be resolved to the satisfaction of all the parties concerned then they must be informed of their rights of appeal. These include not only the right to appeal against the referee's decision to the Jury of Appeal if there is one, or straight to the Judiciary if there isn't. The requisite appeal form can be obtained from the Judicial Administrator at the Swim England Office of Judicial Administration.

Pitfalls to watch for when handling a protest include but are not limited to:

- Not made in the correct timescales;
- Insufficient facts collected;
- All parties not given the opportunity to have a hearing;

- Failure to make a full record of the issue;
- Promoter takes over;
- Be seen to be easily available, a good listener, fair, positive, decisive, thorough, just.

### **Complaints – (Regulation 102 and Regulation 159)**

The procedure for dealing with complaints is well documented in the Regulations: the following information may, however, be helpful to a referee asked to provide guidance on the poolside.

#### **Definition**

A complaint is a formal dissatisfaction with the actions or behaviour, or unfair practice of a club, body, or individual in connection with the sport.

It can include, for example bringing the sport into disrepute, swimming/competing against unaffiliated individuals or anyone under suspension, violation of Swim England Regulations or the Code of Ethics.

A complaint can be made by a wide range of people including any individual who is a member of Swim England, (or if under 18 by someone acting on their behalf), whether as a competitor, official or other interested party. There is a full list in Regulation 102.

A complaint can be made by a referee in their capacity as an Official or Swim England member and similarly a Complaint can be made against a referee in their role as an official or as a member of Swim England.

#### **How is it made?**

The referee has no power to deal with a complaint. All complaints have to be made direct to the Judicial Administrator at the Swim England Office of Judicial Administration on the official complaint form also available from this Office.

The complaint should contain full details of the complainant, the defendant and any witnesses and a narrative description of the incident. Sketches of poolside layouts can be useful in some cases. It must be submitted within 30 days of the incident taking place.

If the referee decides that an incident is a complaint and directs an individual accordingly they would be well advised, as soon as possible to make full notes of the matter in case, the referee, is required to attend a hearing and provide evidence either as a witness or defendant.

Whilst the referee has the same rights as any other member of Swim England as regards making a complaint he is also in a unique position because they have to see that Swim England Regulations are upheld. If through a protest or other incident they realise that the regulations are not being upheld it is up to them to take action. The referee should not shirk from the responsibility of making a complaint if they think it is necessary to do so.

## General Regulations (continued)

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These General Regulations are to be read in conjunction with the Articles, the Company Regulations, the Judicial Regulations and the Technical Rules of Swim England.

The Definitions in the Company Regulations (1.2) shall apply to these General Regulations.

Regulation numbering shall refer to the Company Regulations, General Regulations or Judicial regulations as appropriate.

### Health and Safety

#### 201. Health and Safety Forum

**201.1** The Health and Safety Forum shall comprise the following nominated representatives:

**201.1.1** one representative from each Region;

**201.1.2** one representative from each aquatic discipline;

**201.1.3** one representative from the Medical Advisory Committee;

**201.1.4** one representative from British Swimming;

**201.1.5** one representative from the Legal Department who shall Chair the meetings;

**201.1.6** one organisational risk manager;

**201.1.7** one representative from the Facilities Department.

**201.2** The forum shall meet at least once in each year. 50 per cent of those entitled to attend and vote shall form a quorum at any meeting.

**201.3** The duties of the forum shall include, but not be limited to:

**201.3.1** to prepare, or to approve the content of, all Swim England's published materials on safety;

**201.3.2** to consider and advise whether an activity outside the normal scope of swimming club activities should be identified as having an enhanced risk of death and/or injury and whether it should be included or excluded from the normal insurance cover and to issue guidelines on that basis;

**201.3.3** to provide health and safety information on best practice;

**201.3.4** to provide information and advice on health and safety issues;

**201.3.5** to review identified risks and advise the risk owner;

**201.3.6** to contribute to the Annual Report, including an update on its activities.

#### 202. Duties of Swim England

**Swim England shall:**

**202.1** assess the hazards and risks in swimming and revise its assessment accordingly;

**202.2** publish its guidance on safety in swimming;

**202.3** publish prompt cards to assist competition officials in all disciplines in carrying out their duties with regard to safety;

**202.4** incorporate appropriate guidance on safety in its award, teacher and coach education programmes.

### 203. Duties of all persons

**Any person participating in any activity organised by an affiliated club, body or organisation including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under Swim England Regulations and Technical Rules or FINA Rules shall:**

**203.1** comply with the following:

**203.1.1** any relevant statutory health and safety requirements;

**203.1.2** any bye laws or other regulations relating to safety;

**203.1.3** the conditions of any hire agreement relating to safety;

**203.1.4** safety instructions or guidance issued by Swim England or any other body approved by the Board.

**203.2** take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions within the area for which the promoter, hirer or organiser of the activity is responsible.

### 204. Duties of the promoter

**The promoter of a competition shall have overall responsibility for the observance and enforcement of the safety requirements and their duties shall include but not be limited to the following. The promoter shall:**

**204.1** agree with the owner/operator the areas for which the promoter, as hirer, is responsible;

**204.2** obtain a copy of the written Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire;

**204.3** make arrangements for the implementation of relevant sections of the written Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire;

**204.4** brief the referee(s), prior to the competition on the relevant sections of the written Pool Safety Operating Procedures and the promoter's conditions;

**204.5** appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties;

**204.6** ensure before a competition is permitted to start that first aid and safety equipment to be provided by the owner/operator is in place and ready and available for immediate use and that pool staff who are qualified to operate it are on duty;

**204.7** ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire;

**204.8** prevent a competition starting if any of the required facilities and arrangements are absent or deficient;

**204.9** be present throughout the period of hire of the pool for the competition or, for any period(s) in which they are not present, appoint a deputy to exercise the full powers of the promoter;

**204.10** ensure, before the start of each competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England and indicating where a copy of the written Pool Safety Operating Procedures can be seen.

## **205. Duties of referees or water polo delegates**

**The duties of a referee or water polo delegate shall include but not be limited to the following.**

- 205.1** in addition to the duties set out in Regulations 414 or 415 and the relevant Technical Rules and conditions governing a competition, to be responsible for the safe conduct of all activities in those parts of the premises essential for the running of the competition;
- 205.2** to ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements;
- 205.3** to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the written Pool Safety Operating Procedures;
- 205.4** to stop a competition proceeding at any stage if any of the required facilities, equipment, personnel and procedures become deficient and report it to the promoter or their deputy.

## **206. Duties of officials and stewards**

Any official or steward shall be under the control of the water polo delegate or referee at all times and, in addition to the duties set out in Swim England Regulations or the Technical Rules and conditions governing a competition, shall report immediately to the water polo delegate(s) or referee(s) anything that appears to them to breach, or be likely to breach, the safety regulations.

## **Child Safeguarding**

**241.** Child Safeguarding For the purposes of this Regulation 241, 'child' or 'young person' means a person under the age of 18 years as defined by the Children Act 1989 and the Chief Executive Officer shall include any acting or interim Chief Executive Officer.

**241.1** No person shall be permitted to be involved in any way with children in the sport of swimming, open water swimming, artistic swimming, diving or water polo under jurisdiction of Swim England unless:

**241.1.1** they are a member of an affiliated club or of a club, body or organisation whose Child Safeguarding Policies and the measures to enforce them are recognised by Swim England; or

**241.1.2** if this is impractical, adequate provisions are made by the organiser of the activity or the promoter of the event to assess the risk and ensure that appropriate measures to protect any children taking part are in place.

**241.2** In this Regulation the expression 'Offence' shall mean any one or more of the Offences against a child within the meaning of Schedule 1 to the Criminal Justice and Court Services Act 2000 as amended by the Sexual Offences Act 2003 and any other Offence which reasonably causes the Chief Executive Officer to believe that the person accused of the Offence is or may be a risk or potential risk to children or young persons.

**241.3** Upon receipt by the Chief Executive Officer of:

**241.3.1** notification that an individual has been charged with an Offence; or

**241.3.2** notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an Offence; or

**241.3.3** other evidence which causes the Chief Executive Officer reasonably to conclude that an individual may have committed an Offence then in any such case the Chief Executive Officer may impose upon the individual an interim suspension from any event or activity promoted or authorised by Swim England or any body directly or indirectly affiliated to Swim England wherever held.

**241.4** Upon receipt by the Chief Executive Officer of a recommendation from Swim England Independent Child Protection Officer including the results of a Disclosure and Barring Service search or other information received which causes the Chief Executive Officer to conclude on reasonable grounds that the individual concerned is unsuitable to work with or have unsupervised access to children within the sport of swimming, artistic swimming, diving or water polo the Chief Executive Officer may impose upon the individual an interim suspension or a suspension for a specified term decided by the Chief Executive Officer from any event or activity promoted or authorised by Swim England or any body directly or indirectly affiliated to Swim England wherever held. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer to impose a suspension for a specified term under this Regulation 241.4 (see Regulation 108.8)

**241.5** In reaching a determination as to whether an interim suspension should be imposed the Chief Executive Officer shall give consideration, inter alia, to the following factors:

**241.5.1** whether a child or children or young person(s) are or may be at risk of harm;

**241.5.2** whether the allegations are of a serious nature;

**241.5.3** whether a suspension is necessary or proportionate to allow the conduct of any investigation by Swim England or any investigation (by Swim England or any other authority or body) to proceed unimpeded.

**241.6** Where an individual shall have been convicted or have been the subject of a caution in respect of an Offence the Chief Executive Officer shall have the power to summarily impose a suspension for a specified term decided by the Chief Executive Officer of the individual from any event or activity promoted or authorised by Swim England or any other body directly or indirectly affiliated to Swim England wherever held. There shall be a right of appeal to the Independent Disciplinary Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer under this Regulation 241.6 (see Regulation 108.8).

**241.7** If a Local Authority forms a belief under the formal belief system derived from the Children Act 1989, as amended, regarding an individual's suitability to work with children the Chief Executive Officer shall have the power to suspend that person for a specified term decided by the Chief Executive Officer from Swim England activities, provided that;

**241.7.1** the Local Authority has informed Swim England that such a belief has been formed;

**241.7.2** the person concerned has been formally made aware by the Local Authority that such a belief has been formed.

There shall be a right of appeal to the Independent Disciplinary Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer under this Regulation 241.7 (see Regulation 108.8).

**241.8** All affiliated clubs shall participate in and take reasonable steps to comply with the procedures of the Disclosure and Barring Service and its checking services in regard to Child Safeguarding matters and/or any subsequent procedures by Swim England including but not limited to requests for further information.

**241.9** All members of affiliated clubs shall participate in and take reasonable steps to comply with the procedures of the Disclosure and Barring Service and its checking services in regard to Child Safeguarding matters and/or any subsequent procedures by Swim England including but not being limited to requests for further information.

- 241.10** Any individual who fails to comply with a specific requirement of the Child Safeguarding procedures may be summarily suspended by the Chief Executive Officer until such time as they have complied with any outstanding matters, provided that the individual has been warned of their liability to such a suspension. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer to impose a suspension under this Regulation 241.10 (see Regulation 108.8).
- 241.11** A club, body, organisation or individual suspended by the Chief Executive Officer under this Regulation 241 shall not participate in any swimming activity organised by an affiliated club or controlled by Swim England Regulations. Individuals shall not act as a representative of a club or affiliated body nor shall they be a member of any board, the Members' Forum, committee, subcommittee or council concerned with the direction or government of swimming, artistic swimming, diving or water polo. An individual so suspended shall not act as an official at any competition, exhibition, meeting or any other activities within Swim England.
- 241.12** The suspension of any individual for a specific term decided by the Chief Executive Officer imposed under this Regulation 241 shall not be lifted unless and until the individual has submitted to an independent formal forensic risk assessment with regard to their suitability to be involved with children in the sport of swimming, artistic swimming, diving and water polo.
- 241.13** It shall be a condition of membership or affiliation to any Region or Swim England that:
- 241.13.1** an affiliated club adopts Wavepower, the Swim England Child Safeguarding Policy and Procedures; and
  - 241.13.2** the members of the affiliated club comply with Wavepower, the Swim England Child Safeguarding Policy and Procedures.
- 241.14** Without prejudice to the generality of Regulation 241.13 Swim England may from time to time issue guidance or directions with regard to compliance with Regulation 241.13.
- 241.15** Swim England will promptly notify the individual of the details of any interim suspension or specified term suspension. The notification shall be copied to the applicable Swim England affiliated club, or any body directly or indirectly affiliated to Swim England where held and the notification may also be made available to any relevant authorities, other sports governing bodies and/or any such other individuals and bodies on a need to know basis.
- 241.16 Adults at Risk**
- The Swim England Safeguarding Adults at Risk Policy which can be found on the website sets out the definition of an "Adult at Risk" and the procedures to follow if any concerns arise relating to an Adult at Risk. If an individual is working with Adults at Risk they may be in Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 in which case it may be necessary to obtain a Disclosure and Barring Service disclosure and check the individual against the Adults barred lists. The provisions of Swim England Regulation 241 are applicable to Adults at Risk and those working with them in the sport of swimming, open water swimming, artistic swimming, diving and water polo in the same way as they apply to children or young persons and those working with them.

## Regional Responsibilities

### 261. Swim England Friends

Each Region shall appoint three or more persons from nominations made by a club, body, organisation or county and open recruitment, with no restriction on the other unremunerated posts they may hold within Swim England, in order to assist at the discretion of the Judicial Administrator, within the judicial process, by providing advice and/or support to persons making or being the subject of a complaint under the Swim England Judicial Regulations.

### 262. General meetings

Each Region shall include in its rules provisions debarring any Chair or Vice-Chair of the Independent Disciplinary and Dispute Resolution Panel or the Chair or any Vice-Chair of the Independent Disciplinary and Dispute Resolution Appeals Panel from acting as a club delegate at any general meeting but providing that, if they are a member of a club affiliated to that Region, he they attend any general meeting ex officio with the power to speak but not vote.

## Club Rights and Responsibilities

### 281. Club discipline and internal dispute procedures

**281.1 For a breach of its own rules, but subject to Swim England Regulations 150 and 151, an affiliated club or body may:**

**281.1.1** apply sanctions to a member relating to activities wholly within its own jurisdiction up to and including suspension from any or all of them;

**281.1.2** expel a member, provided that before doing so it informs the member of the alleged offence and gives them a reasonable opportunity to defend themselves against the charge. If the alleged offence is also a breach of Swim England Regulations the club or body shall not deal with it but may make a complaint under the Judicial Regulations.

**281.2** A club or body may expel from membership and/or refuse to renew the membership of any member who has been suspended according to Regulation 109 or Regulation 241 provided that any such expulsion or initial refusal shall not be lawful after the 12 months immediately following the end of the suspension.

**281.3** Each club shall include in its rules provisions specifying the procedures to be carried out to handle internal club disputes which shall include compliance with Swim England Judicial Regulations.

**281.4** Any such provisions shall comply with the Swim England Recommended Club Constitution and the accompanying Guidance Notes.

## Certificates

### 301. These shall be awarded as follows:

**301.1** Swim England Certificate

**301.1.1** the retiring President of Swim England;

**301.1.2** an individual, group or team on the recommendation of the Board or Members' Forum in recognition of a special performance or service rendered to Swim England;

**301.1.3** no person may receive more than one certificate other than described in Regulation 301.1.1;

**301.1.4** nominations in writing for consideration by the Board may be submitted to the Chief Executive Officer of Swim England;



### **301.2 Certificate of Thanks**

- 301.2.1** For a substantial contribution to the promotion of swimming at national level for and within Swim England:
- 301.2.2** To any sponsor or supporter who has provided significant material benefit to Swim England at any time:
- 301.2.3** Be awarded at the discretion of the Board from nominations received at any time in writing from any source.

### **301.3 Certificate of Merit**

- 301.3.1** For meritorious performance in competition or any action deserving of recognition by a member or non-member connected with Swimming in the broadest sense:
- 301.3.2** The certificate shall be awarded at the discretion of the Chief Executive Officer of Swim England from nominations received at any time in writing from any source.

## **Registration, qualification, representation and foreign visits**

### **321. Registration**

#### **321.1 Affiliated Clubs**

- 321.1.1** All swimmers who enter National, Regional, County or Local Association Championships or competitions, open meets, water polo leagues or swimming leagues must register with Swim England as competitors, or through a Region, if required, by means of inclusion in Category Two of a club's Annual Return and must comply with any relevant regulations approved and published by the Board.
- 321.1.2** An open competition under Swim England Regulations which is promoted by an organisation or body affiliated under Regulations 52.2 or 55 and restricted to its own members shall be exempt from the requirement for the swimmers to be registered with Swim England as competitors.
- 321.1.3** A low level competition as defined by the Board from time to time shall be exempt from the requirement for the swimmers to be registered with Swim England as competitors.

#### **321.2 Clubs not affiliated to a Region of Swim England**

- 321.2.1** A member of a club which is affiliated to Scottish Swimming or Swim Wales who enters an open competition under Swim England Regulations in the name of that club must be registered as a competitor in Scotland or Wales.
- 321.2.2** A member of a club which is affiliated to any other national governing body which is affiliated to FINA who enters an open competition under Swim England Regulations in the name of that club must have a valid status certificate.
- 321.2.3** If a member of a Scottish or Welsh club or a club which is affiliated to any other national governing body which is affiliated to FINA wishes to compete in the name of a club affiliated to Swim England or its Regions they must be registered with Swim England as a competitor by means of inclusion in Category Two of that club's membership return.

- 321.3** All technical officials in swimming, open water swimming, diving, artistic swimming and water polo on regional and Swim England lists of officials shall register with the Swim England by means of inclusion in a club's or organisation's membership return and must comply with any relevant Regulations approved and published by the Board.

### **322. English qualification**

- 322.1** A team may only be designated as an English team and represent England if it has been selected by and is managed by Swim England.
- 322.2** Anyone wishing to swim for England shall be a citizen of the United Kingdom, the Channel Islands or the Isle of Man and have been born in England, or have had at least one parent who was English by birth or be a naturalised citizen of the United Kingdom and have been continuously resident in England for a period of at least 12 months.
- 322.3** If a competitor has represented England it is to be considered that they have chosen an English qualification and they will be under the control of Swim England and may not represent another country until they officially changes their national qualification.
- 322.4** A competitor wishing to change his national qualification from one national governing body to Swim England shall have lived continuously in England and been under the jurisdiction of Swim England for at least 12 months, and may thereafter apply to Swim England for a change of their national qualification. Any such applicant aggrieved by the decision of Swim England may appeal to Sport Resolutions whose decision shall be final.
- 322.5** A member of an affiliated club may join a club affiliated to another FINA member. When competing in the competitions of the foreign club they shall be under the jurisdiction of that club and its national association.
- 322.6** A competitor who has two nationalities according to the laws of the respective nations shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen country.
- 322.7** A club affiliated to Swim England under Company Regulation 5 shall not also be affiliated to any other member of FINA.

### **323. Home international representation**

- 323.1** A swimmer who has qualifications for more than one Home Country according to the regulations of the respective governing bodies shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen Home Country.
- 323.2** No swimmer shall ever represent more than one of the Home Countries except: that with the agreement of both countries, if a swimmer who has qualifications for more than one Home Country according to the regulations of the respective governing bodies has been resident in another Home Country for a minimum period of 12 months or such lesser period as both countries may agree, he may represent that country.

### **324. Commonwealth Games representation**

- 324.1** Notwithstanding any of the provisions of the preceding two Regulations, the conditions for the establishment of, or a change of eligibility to compete for a country in the Commonwealth Games shall be governed by the relevant Articles of the Constitution of the Commonwealth Games Federation.

### **325. Foreign visits**

- 325.1** Only those members of Swim England who are registered to compete may take part in any competition in a country outside Great Britain. The rules of FINA, the recognised Continental Body, or the FINA Member under which the competition is held shall apply.

- 325.2** Any competitor, coach, team official or technical official appointed to a National Squad or Team or International Squad or Team shall be a member of Swim England as defined in Company Regulation 5 or be subject to a contract with Swim England.
- 325.3** Swim England members, groups of members or affiliated clubs wishing to compete, officiate, coach or train in countries outside Great Britain shall obtain permission from the Chief Executive Officer of British Swimming to whom details of the proposed visit shall be furnished in advance of departure.
- 325.4** All such clubs, bodies, organisations, groups or individuals competing, officiating, coaching, training or organising shall remain within the jurisdiction of British Swimming during the period of time from their departure until their return to England. Any complaint relative to actions or behaviour during this period shall be dealt with by British Swimming under its Judicial Code.

## Advertising

### 361. Advertising tobacco or alcohol

At all events held under Swim England Regulations, no slogans may be used in advertising for names of products involving tobacco or alcohol. In all cases of doubt, advertisements should be submitted to the Chief Executive Officer of Swim England for approval.

### 362. Advertising and other identifications at televised events

- 362.1** For the purposes of this Regulation 363, 'identification' shall mean the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item or of any other advertiser permitted in accordance with this Regulation.
- 362.2** Body advertisement is not allowed in any way whatsoever.
- 362.3** For the purposes of this Regulation, the name and/or badge of a club, the name of the competitor or official, a national flag or a country code are not regarded as advertisements.
- 362.4** The promoter shall control advertising.
- 362.5** Advertising and other identifications appearing on swimwear, pool deck equipment and officials' uniforms are permitted in accordance with the relevant Swim England Technical Rules.
- 362.6** In the event that any clothing contravenes these Regulations, the competitor must immediately remove the offending item(s) and replace it/them with clothing that complies with this Regulation. In the event that the breach is not immediately remedied the competitor may be requested to wear attire provided by the promoter.
- 362.7** If televised these events may be subject to special regulations of the Broadcasting Authority. These will be issued by the Event Promoter, as appropriate, using the guidelines set out in this Regulation 362.

## General Regulations for Competitions

### 401. Application of Regulations and Rules to competitions held in England

**401.1** FINA or LEN competitions or competitions of any other international body held in England and promoted by Swim England shall be held under the relevant rules of FINA, LEN or the International body and the FINA Rules of the discipline(s). The same Rules shall also apply to any preliminary round of such a competition in which only British competitors take part. All advertisements, entry forms, programmes, tickets and official notices for such competitions shall state the name of the promoting body and shall include the words 'Under FINA Rules'.

**401.2** Competitions held in England and promoted by Swim England where the competitors are members of a national team selected by the national federation of a country affiliated to FINA or selected by Scottish Swimming or selected by the Swim Wales shall be held under Swim England Regulations, the British Swimming Judicial Code and the FINA Rules of the discipline(s) including relevant bylaws. Advertisements, entry forms, programmes, tickets and official notices shall state the name of Swim England as the promoting body and the words:

'Under Swim England Regulations, the British Swimming Judicial Code and FINA Rules of (the discipline(s))'.

**401.3** British Swimming competitions held in England and promoted by Swim England may be held under the relevant competition conditions of British Swimming, British Swimming Rules including the British Swimming Judicial Code and the FINA Rules of the discipline(s) including relevant bylaws. Advertisements, entry forms, programmes, tickets and official notices shall state the name of Swim England as the promoting body and the words:

'Under British Swimming Conditions and Rules, the British Swimming Judicial Code and FINA Rules of (the discipline(s))'.

**401.4** All other competitions held in England shall be held under Swim England Regulations and Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices shall include the name of the promoting club, organisation, association or body and, if it is not Swim England or a region, the words:

'Affiliated to the (Name) Region' or 'By permission of the (Name) Region'.

and in all cases shall include the words:-

'Under Swim England Regulations and Technical Rules'.

### 402. Permits

An unaffiliated body or a person wishing to promote a gala, contest or exhibition under Swim England Regulations must obtain a permit from the Regional National Licensing Officer, or their equivalent.

**402.1** A permit may be refused without a reason being stated.

**402.2** The permit shall be issued by the Regional Licensing Officer, or their equivalent, and be available for inspection at the gala, contest or exhibition for which it was granted. A report of all permits issued or refused shall be made to the next meeting of the Regional Management Board.

### 403. Licensed meets

**403.1** Swim England shall publish a process, application form and set of criteria to enable affiliated bodies or clubs to hold licensed events to be held under Swim England Regulations and Technical Rules.

**403.2** This process shall be managed by the Regional Licensing Officers, or their equivalent who shall have the authority to grant or refuse licences.

**403.3** Regional Licensing Officers, or their equivalent shall report to the next meeting of their Regional Management Board or delegated authority all licences granted or refused, with reasons for any refusals.

#### **404. Gala advertisements**

**404.1** A Regional Licensing Officer, or their equivalent, may require the withdrawal of an advertisement which, in their opinion, is misleading or incorrect. He shall report such action to the next meeting of the Regional Management Board.

**404.2** A participant in a gala, contest or exhibition shall not be advertised under a misleading or incorrect title. The word 'champion' may only be used provided the championship title is also quoted, and the championship is one recognised by Swim England.

#### **405. Multi-club membership and competition**

No club, body, organisation or individual may promote or take part in an open competition which has a condition preventing a swimmer from competing because they are a member of more than one club.

#### **406. Open competitions**

##### **406.1 Definition and exception**

**406.1.1** An open competition shall be defined as a competition to which entry is not limited to members of any one club, although the promoter of the competition may impose other restrictions on entry.

**406.1.2** An inter-club contest shall be excepted from the definition of an open competition if:

- 406.1.2.1** it involves not more than eight clubs, each of which has been individually invited by the promoter who has supplied the conditions; and
- 406.1.2.2** the whole event takes place in one pool on one occasion; and
- 406.1.2.3** the contest does not form part of a series of such events, the results of which are aggregated or considered together to decide the eventual winner, e.g. as in a league competition.

**406.2** All promoters of open events shall issue conditions governing them which:

**406.2.1** must include:

- 406.2.1.1** if the competition consists of a series of events, any restrictions on the number of or which club(s) an entrant may represent during the course of the competition and the way in which and the date by which these must be established by the club(s) and/or the entrant(s);
- 406.2.1.2** the date before which any entrant must have joined the club under whose name they are entering or, alternatively, the date from which temporary membership of Swim England has been granted to them under Regulation 56.2;
- 406.2.1.3** the method(s), which may include electronic communication, by which an entry may be submitted either by the entrant or by a person who is a member of the club in the name of which the entrant wishes to compete and is authorised by the entrant to do so on their behalf (an agent). Such an agent may submit entries on behalf of more than one person;

**406.2.2** may include, but not be limited to:

- 406.2.2.1** the permitted maximum and/or minimum age of the entrants, on a given date, for specified events;

- 406.2.2.2** the permitted sex of the entrants for specified events;
- 406.2.2.3** restrictions on the number of, or which, club(s) an entrant may represent during the course of the event;
- 406.2.2.4** any other requirements or restrictions desired by the promoter, which do not breach Swim England Regulations.

### **406.3 Entries**

**Each entrant or their agent shall submit an entry in a format specified in the promoter's conditions which must contain at least the following information (where electronic entry is used some of the following may be generated electronically):**

#### **406.3.1 for individual events;**

- 406.3.1.1** the entrant's registered name and Swim England membership number as a competitor;
- 406.3.1.2** a declaration that they are an eligible competitor and accepts the promoters conditions (if electronic entry is used the act of submitting the entry confirms this);
- 406.3.1.3** the name of an affiliated club of which they are a member in the name of which they wish to compete and which has been included on their Swim England registration as a competitor or, alternatively, the date from which temporary membership of Swim England has been granted to them under Regulation 56.2; and
- 406.3.1.4** the name and contact details of the agent, if any, of the entrant.

#### **406.3.2 for team events:**

- 406.3.2.1** the name of the team;
- 406.3.2.2** the name and contact details of an official of the club, body or organisation who is responsible for submitting the entry of the team;
- 406.3.2.3 a declaration signed by the responsible official that:**
  - 406.3.2.3.1** all the members from whom the team is to be selected are registered with Swim England as competitors, and eligible to be members of the team;
  - 406.3.2.3.2** they accepts on behalf of the team the promoter's conditions;
  - 406.3.2.3.3** all members of the team comply with any age conditions;
  - 406.3.2.3.4** all the information given is correct (if electronic entry is used the act of submitting the entry confirms the above).

**406.3.3 promoter's conditions:** If the promoter's entry format does not include the issue of the promoter's conditions, they shall be made available by the promoter on request.

### **406.4 Acceptance or refusal of entries**

- 406.4.1** The promoter may, at their discretion, refuse to accept any entry. If they do so they must, if requested by the entrant or the agent who submitted the entry give the reasons for their refusal in writing;
- 406.4.2 if the information required in the entry is not given fully or is found to be materially incorrect, irrespective of any previous acceptance of the entry the promoter may, at their discretion:**

**406.4.2.1** return the entry for the information to be completed or corrected and, provided that this is done and the entry resubmitted before the closing date for entries, accept the entry; or

**406.4.2.2** refuse the entry, before or after the closing date for entries and irrespective of whether or not it has been returned for correction or completion and resubmitted. If an entry is refused by the promoter, the entry fee shall be forfeited.

**406.5** An entrant is regarded as a competitor in an event as soon as their entry has been accepted. They cease to be a competitor if their entry is refused or they withdraw before the event is started.

**406.6 Unregistered Competitors in Open Team Competitions:** If, between the submission of an entry for an open team competition and the start of the competition, a team manager finds that, because of withdrawals of swimmers originally selected, they have insufficient Registered Competitors to complete their team, they may include Category One members provided that:

**406.6.1** they are otherwise eligible to compete and comply fully with the promoter's conditions;

**406.6.2** the promoter and the referee are informed before the contest starts and given the names of those person(s);

**406.6.3** the team manager ensures that they are registered with Swim England as Category Two members within 14 days. Such a person shall be permitted to swim in only one gala before being registered. The promoter shall notify the Swim England membership team of the names and clubs of such persons.

#### **407. Championships**

**407.1** The word 'Championship' shall be used only in connection with the championships of Swim England, a Region, a County Association, or one of the bodies directly affiliated to Swim England. It may also be used in connection with the name of a locality, to which area entries to the championship shall be confined.

**407.2** A club may promote a championship confined to its own members, and it may promote an open championship, in which case the title shall be qualified by the addition of a local name. The Region shall decide the title and rules governing a local championship.

#### **408. Mixed competitions**

With the following exceptions, a diving or water polo contest between the sexes shall not take place in public:

**408.1** a team diving contest in which each team consists of the same number of members of each sex as each other team;

**408.2** a synchronised diving contest, which may consist of any combination of two divers, whether male and/or female;

**408.3** a water polo match confined to children under the age of 17 years at midnight on 31 December in the year of competition;

**408.4** a water polo match in a competition restricted to school teams and confined to school children under the age of 17 years at midnight on August 31 in the academic year of competition.

#### **409. Underwater competitions/exhibitions**

**409.1** No underwater competition or exhibition shall take place at any event promoted under Swim England Regulations unless such is undertaken by an approved sub-aqua organisation which will be responsible for carrying out the necessary safeguards.

**409.2** Where there are underwater movements in a swimming, diving, water polo or artistic swimming event these do not constitute an underwater competition but the competitors shall at all times be within the view of the officials.

#### **410. Minimum ages for competition**

**410.1** In order to compete in any discipline at the level of competition indicated, a swimmer must be of the minimum age shown. The age specified in each case shall be the age of the swimmer at midnight on 31 December in the year of competition, except where the section states otherwise.

##### **410.2 Diving**

**410.2.1** Events restricted to members of one club **No minimum age**

**410.2.2** All fundamental, Novice and skills competitions, upto and including the National Skills Final **8 years**

**410.2.3** All Age Group competitions, up to and including the National Age Group competition **9 years**

**410.2.4** All Junior and Senior competitions, up to and including the National Junior Elite and National Senior Championships **10 years**

##### **410.3 Masters**

**410.3.1** Artistic Swimming competitions. **18 years**

**410.3.2** Water Polo competitions. **30 years**

**410.3.3** Competitions in any other discipline. **25 years**

##### **410.4 Open Water Swimming**

**410.4.1** Events up to and including 1,000 m **11 years**

**410.4.2** Events up to and including 2,000 m **12 years**

**410.4.3** Events up to and including 10,000 m **13 years**

**410.4.4** Events over 10,000 m **16 years**

##### **410.5 Swimming**

For each category the age specified shall be the age of the swimmer at midnight on the day of the event or the final day of a series of events forming part of one competition whichever is the later.

**410.5.1** Events restricted to members of one club. **No minimum age**

**410.5.2** Inter-club events limited to not more than eight clubs which do not form part of a series of events as in a league. **8 years**

**410.5.3** Open events, other than in Regional and National competitions. **9 years**

**410.5.4** Relay events in Regional competitions. **9 years**

**410.5.5** Individual events in Regional competitions. **10 years**

**410.5.6** Relay events in National competitions. **10 years**

**410.5.7** Individual events in National competitions. **11 years**

##### **410.6 Artistic Swimming**

**410.6.1** Events restricted to members of one club. **No minimum age**

**410.6.2** Inter-club events limited to not more than eight clubs. **8 years**



- 410.6.3** Open events including Combo Cup, Regional Age Group competitions, Regional Novice Competitions or Regional competitions restricted to specific Grades. **9 years**
- 410.6.4** National Age Group/Youth competitions and Regional competitions, other than those listed in 410.6.3. **9 years**
- 410.6.5** National Championships competitions other than Age Group/ Youth competitions. **15 years**

#### **410.7 Water Polo**

For each category, the age specified shall be the age of the water polo player at midnight on the day of the match.

- 410.7.1** Matches other than Regional and National competitions. **10 years**
- 410.7.2** Matches in Regional and National competitions (including the National Water Polo Leagues). **11 years**

#### **411. Costumes**

- 411.1** The swimwear (swimsuit, cap and goggles) of competitors in all competitions shall be in accordance with the FINA Rules and Bylaws on swimwear, in force on the date of the competition.

#### **412. Smoking and drinking restrictions**

- 412.1** Smoking shall not be permitted in any area designated for competitors, either prior to or during competitions.
- 412.2** Consumption of alcoholic drinks shall not be permitted on the poolside or at an open water swimming event.

#### **413. Water Polo Delegate**

- 413.1** A promoter of an event comprising water polo matches consisting of groups of matches played at the same venue and on the same day(s) may, if they desire, appoint a water polo delegate or delegates for that event.
- 413.2** In consultation with the promoters of such events, Swim England shall maintain a list of suitably qualified and experienced persons to act as water polo delegates.
- 413.3 The duties of a water polo delegate shall include, but not be limited to, to:**
- 413.3.1** have full control and authority over all officials, approve their assignments and instruct them regarding any special features or regulations relating to the competition. They shall enforce all Swim England Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meeting, event or competition which is not covered by them;
- 413.3.2** have authority to intervene in the competition at any stage to ensure that Swim England Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;
- 413.3.3** ensure, before the commencement of each match, that all the officials necessary for its conduct are present. They may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if they consider it necessary;
- 413.3.4** receive protests, ascertain the relevant facts and decide the matter. The water polo delegate shall deal with the protest as soon as practicable after it is received. In the event of a protest not being resolved before a relevant match is scheduled to take place,

that fact shall be reported to the promoter and the match(es) shall be held under protest. Unless they are satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising under Regulation 108.1 has been heard;

**413.3.5** summarily impose the minimum sanctions set out under Regulation 107 and the Regulations made thereunder and further lodge a complaint if, in their opinion, the minimum sanction is insufficient for the offence. There shall be no appeal against a decision by the water polo delegate to impose a summary sanction under this section.

**413.4** There is a right of appeal against a water polo delegate's decision on a protest. (Regulation 108.1).

#### **414. Referees**

Referees shall be appointed for all competitions. In addition to those duties specified in the Regulations, Technical Rules and promoters conditions relating to the disciplines concerned a referee shall:

**414.1** have full control and authority over all officials. They shall approve their assignments and shall instruct them regarding any special features or regulations relating to the competition. They shall enforce all Swim England Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meet, event or competition which is not covered by them;

**414.2** have authority to intervene in the competition at any stage to ensure that Swim England Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;

**414.3** ensure, before the commencement of the competition, that all the officials necessary for its conduct are present. They may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if they consider it necessary;

**414.4** have the authority, if an error by an official follows a fault by a competitor, to expunge the fault by the competitor;

**414.5** receive and decide protests.

**414.5.1** Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered from the date upon which entries to that competition close as the lead referee, who shall receive and decide all protests of a general nature.

**414.5.2** The referee shall ascertain the relevant facts and endeavour to resolve the matter as soon as practicable after the protest is received.

**414.5.3** In the event of the protest not being resolved before the event is scheduled to take place, that fact shall be reported to the promoter and the event shall be held under protest.

**414.5.4** Unless the referee is satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising has been heard.

**414.6** There shall be a right of appeal against a referee's decision on a protest to a Jury of Appeal if one has been appointed. If no Jury of Appeal has been appointed there is a right of appeal against the referee's decision on a protest (Regulation 108.1).

**414.7** If a water polo delegate has been appointed for a competition, the duties and authorities of any water polo referee for that competition under Regulations 414.1, 414.2, 414.3 and 414.5 shall be vested in the water polo delegate.

#### **415. Jury of Appeal**

- 415.1** Unless a water polo delegate has been appointed, the promoter of an open competition may, if they so desire, appoint a Jury of Appeal to deal with appeals against a referee's decision on any protests which may be made.
- 415.2** Such a jury shall comprise three persons of whom normally at least one must be familiar with the discipline concerned. Subject to the direction of the competition promoter Jury of Appeal members may undertake other duties at the meet. The Board may from time to time issue policy guidelines on the required qualifications and experience for such appointments
- 415.3** Wherever practicable, a Jury of Appeal shall be appointed for all licensed meets including county events.
- 415.4** If a Jury of Appeal is appointed for any competition comprising swimming races, a Chair shall be appointed and empowered from the date upon which entries to that competition close.
- 415.5** Any hearing shall take place as soon as it is practicable after the appeal against the referee's decision on a protest has been received.
- 415.6** The decision of a Jury of Appeal properly constituted and duly appointed under this Regulation 415 shall be final.

#### **416. Doping control – promoter's responsibilities**

**When the promoter has been informed that competitors are to be subjected to doping control procedures, the promoter shall:**

- 416.1** appoint doping control stewards, not less than two of each gender. They shall assist the Independent Sampling Officer at a competition and carry out duties assigned by them;
- 416.2** provide rooms suitable for use as the doping control station;
- 416.3** provide in the doping control station, adequate supplies of approved drinks in sealed containers;
- 416.4** inform the administrator of the Medical Advisory Committee.

#### **417. Prizes**

All prizes for an open competition shall be purchased before the competition is held, and shall be of full advertised value. A competitor, being of opinion that their prize is not of the full advertised value, may protest to the referee of the competition, as provided in Regulation 101.

#### **418. Trophies**

Trophies can be either perpetual or challenge trophies. The conditions governing a competition for which a trophy is awarded shall state whether it is a challenge or a perpetual trophy:

- 418.1** a perpetual trophy may be held by the winner for a specified period only. It remains in the ownership of the body awarding it and it cannot be won outright;
- 418.2** a challenge trophy is one presented for periodical competition until it has been won a stipulated number of times by the same competitor whose property it then becomes. Until won outright it may be held for a specified period only and it remains in the ownership of the body awarding it;
- 418.3** the holder of a challenge trophy shall be given at least 21 days' notice of the closing date for entry to the next competition for it;

**418.4** the rules of the competition for a challenge trophy shall not be changed without the consent of the holder if at that time he remains eligible to compete for it. If they are no longer eligible or if they cannot reasonably be traced, such consent must be obtained from a majority of past holders who remain eligible to compete and who can reasonably be traced;

**418.5** the owner of a trophy shall be responsible for its insurance against loss while in the keeping of the holder.

#### **419. Testimonial or Benefit Galas**

**419.1** An affiliated club wishing to hold a gala, contest or exhibition in aid of a person or a charity cause other than its own funds, shall inform the Regional Licensing Officer, or their equivalent, at least 14 days before the meet is to be held.

**419.2** A copy of the financial statement, duly audited, shall be sent to the Regional Licensing Officer, or their equivalent, within one month of the meet. An affiliated club which fails to comply with this Regulation shall become immediately suspended until such time as the matter has been dealt with by the Region.

#### **420. International Competitions**

International Competitions are those organised by a national federation, Regional body or club in which other FINA recognised federations, clubs or individuals participate.

Note: These competitions may be held under either FINA Rules, Swim England Regulations and FINA Rules of the discipline(s) or Swim England Regulations and Technical Rules, pursuant to Regulation 401.

## Technical Rules

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### Technical Rules of Swimming

**Changes to the Technical Rules of Swimming normally come into effect from 1 September in each year, unless the Board decides on a different date.**

**501. Competitions held under the jurisdiction of Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:**

**501.1** for swimming competitions the relevant parts of the FINA Rules (including by laws) and FINA Swimming Rules; or

**501.2** for para-swimming competitions the relevant parts of the World Para Swimming Rules;

**501.3** the Judicial Regulations;

**501.4** Regulation 50 and the Swim England General Regulations (the Regulations numbered from 401 to 420); and

**501.5** the following additional Rules, set out below.

**502. A permanently disabled swimmer shall not be disqualified in a competition in a case where their disability prevents him from complying with the rules of a particular stroke if:**

**502.1** They have recorded British Swimming Classification; or

**502.2** They have recorded World Para-Swimming Classification; or

**502.3** They have shown a Certificate of Swimming Disability issued by the Swim England Medical Advisor to the referee prior to the race (see statement on Certificate of Swimming Disability).

The starter shall, after consultation with the competitors or their representatives, make adequate provision for any disabled swimmers to be able to perceive a starting signal.

**503. English records**

**503.1 The following distances and strokes shall be recognised for English open and junior records:**

Freestyle: 50, 100, 200, 400, 800 and 1500 metres;

Backstroke: 50, 100 and 200 metres;

Breaststroke: 50, 100 and 200 metres;

Butterfly: 50, 100 and 200 metres;

Individual Medley: 100, 200 and 400 metres;

Freestyle Relay Team: 4x100 and 4x200 metres;

Medley Relay Team: 4x100 metres.

All open records shall be recognised for men and women, for long and short course events.

The open classification shall have no age limits.

All junior records shall be recognised for males and females, in short course events only. In the junior classification, a swimmer shall be under the age of 16 years at midnight on the day of the swim.

**503.2 The following distances and strokes shall be recognised for English Age Group records:**

Freestyle: 50, 100, 200, 400, 800 and 1500 metres;

Backstroke: 100 and 200 metres;

Breaststroke: 100 and 200 metres;

Butterfly: 100 and 200 metres;

Individual Medley: 200 and 400 metres.

**Age Group records shall be recognised for males and females, in long course events only, in the following age groups:**

13 years and under;

14 years;

15 years;

16 years;

17 years;

18 years.

For each group the age specified shall be the age of the swimmer at midnight on the day of the record.

The following conditions shall apply to all records except where the text indicates otherwise:

**503.3 The swimmers**

**503.3.1** For individual records, the swimmers must be English in accordance with Swim England Regulation 322.

**503.3.2** For team records, all team members must be English in accordance with Swim England Regulation 322 and a team must represent Great Britain, Swim England, one of its regions or a club affiliated thereto.

**503.3.3** Swimmers shall be eligible competitors and registered in accordance with Swim England Regulation 50 and Regulation 321.

**503.4 The pool**

**503.4.1** Short Course Records may be made only in pools of 25 metres or 27.5 yards in length. Long Course records may be made only in pools 50 metres or 55 yards in length.

**503.4.2** The start and finish shall be at ends of the pool.

**503.4.3** All records shall be made in still water. Any movement of water due to the normal operation of the filtration system may be disregarded.

**503.4.4** The course shall be certified as correct by an appropriate qualified person.

**503.4.5** The height of the platform above the water surface shall not exceed 0.75 metres.

**503.5 The event**

**503.5.1 An open or junior record may only be made in:**

**503.5.1.1** a scratch competition held in public under Swim England Regulations provided that the referee, starter, judges and timekeepers are registered with Swim England as officials in the capacity in which they are officiating; or

- 503.5.1.2** an unpaced individual race against time held in public provided that the date and venue have been fixed and advertised as such before the day of the event and the referee, starter, judges and timekeepers are registered with Swim England as officials in the capacity in which they are officiating; or
- 503.5.1.3** a scratch competition held under the auspices and in accordance with record conditions of Scottish Swimming or Swim Wales, or of any country affiliated to FINA, provided that the relevant conditions of Swim England Technical Rule are complied with.

**503.5.2** An Age Group record may only be made in an event in which the accepted time is eligible to be included in the British Rankings.

**503.5.3** A swimmer in an individual event may apply for a record at an intermediate distance if the swimmer, their coach or their manager requests the referee that their performance be timed at that distance which must be from the start of the event. The swimmer must complete the scheduled distance of the event without disqualification.

**503.5.4** The first swimmer in a relay event may apply for a record over the distance of their leg or an intermediate distance if the swimmer, their coach or their manager requests the Referee that his performance be timed at that distance. Such performance shall not be nullified by any disqualification of their team or team members occurring after their leg is completed.

#### **503.6 Timing**

**503.6.1** The time shall be taken by automatic officiating equipment or, if this has malfunctioned, by semi-automatic officiating equipment or by three timekeepers using hand-held watches.

**503.6.2** When human timekeepers are used, the chief timekeeper or referee shall inspect the timers used and record the times. The accepted time shall be publicly announced.

## **Technical Rules of Water Polo**

**Changes to the Technical Rules of Water Polo normally come into effect from 1 September in each year, unless the Board decides on a different date.**

**601.** Water Polo matches held under the jurisdiction of the Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

**601.1** the relevant parts of the FINA Rules (including by laws) and FINA Water Polo Rules;

**601.2** the Judicial Regulations;

**601.3** Regulation 50 and Swim England General Competition Regulations (the Regulations numbered from 401 to 420); and

**601.4** the Swim England Disciplinary Procedures.

## Technical Rules of Artistic Swimming

**Changes to the Technical Rules of Artistic Swimming normally come into effect from 1 September in each year, unless the Board decides on a different date.**

**701.** Artistic swimming competitions held under the jurisdiction of Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them shall normally be held under:

**701.1** the relevant parts of the FINA Rules (including by laws) and FINA Artistic Swimming Rules;

**701.2** the Judicial Regulations; and

**701.3** Regulation 50 and Swim England General Competition Regulations (the Regulations numbered from 401 to 420).

## Technical Rules of Diving

**Changes to the Technical Rules of Diving normally come into effect from 1 September in each year, unless the Board decides on a different date.**

**801.** Diving competitions held under the jurisdiction of Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

**801.1** the relevant parts of the FINA Rules (including by laws) and FINA Diving Rules;

**801.2** the Judicial Regulations; and

**801.3** Regulation 50 and Swim England General Competition Regulations (the Regulations numbered from 401 to 420).

If a diver before or during a competition is expected to perform a dive in such a way as to endanger their personal safety, or the safety of others, the referee may exclude them from the competition.



## **Certificate of Swimming Disability**

A number of swimmers have impairments that prevent them from competing against able bodied competitors. The purpose of the certificate is to ensure that disabled competitors do not get disqualified for performing a stroke incorrectly due to their disability and who:

- Have not yet been classified;
- Do not wish to undergo classification;
- Do not fit the Physical Classification System.

Certification will only be given to swimmers who are Swim England members with a permanent disability and not to swimmers suffering from a short term incapacity.

The certificate is valid for two years and will need to be reapplied for.

To obtain a certificate a swimmer should download the application form from the Swim England/Scottish Swimming/Swim Wales website: [www.swimming.org](http://www.swimming.org) and return to the address stated along with a record and proof of the disability from a physiotherapist, GP or hospital consultant.

A laminated certificate will then be issued for presentation to the referee before the start of a race.

**No disability swimming record can be claimed when using this certificate for exemption from complying with the laws of the stroke being performed.**

## Regulations for the Payment of Expenses by Swim England

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The payment of expenses shall be subject to the authorisation of the person responsible for the finances of the activity, hereafter referred to as the designated officer.

The organisation requires that all claims submitted are accompanied by receipts showing the payment, and where appropriate, any VAT with a VAT registration number. (For this purpose debit and credit card slips are not acceptable.) Claims submitted without receipts may result in a delay in payment.

For the guidance of members, the following expenses shall normally be considered for payment:

### Essential travel for business purposes

1. Rail travel and public road transport: standard fare or discounted fares that are available and suitable.
2. Taxis: actual fare, provided that reasonable public transport is not available, start and end destinations to be identified on the expense form, to comply with HMRC recommendations.
3. Air travel: Economy class or lowest prevailing fares available.
4. Private car – excluding National Events:  
Up to 10,000 miles – this will be subject to HMRC Guidelines.  
Over 10,000 miles – this will be subject to HMRC Guidelines.  
Start and end destinations for each journey should be noted on the expense claim.
5. Private car – National Events:  
25p per mile or 35p per mile where two or more volunteers from separate household's travel in same car. (Swim England may from time to time, review these rates).  
Start and end destinations for each journey should be noted on the expense claim.

### Assembly costs for athletes

1. Rail travel and public road transport – standard or discounted rail fare for one return journey from an athlete's place of residence to an agreed assembly point.
2. Air travel – Internal flights may be arranged at the discretion of the organisation on behalf of athletes.
3. Private car – as per the current guidelines.

### The following conditions apply to these rates:

1. The rates are in line with HMRC approved mileage rates for use of a private vehicle on company business. The decision of the organisation to move the volunteer mileage rate in line with HMRC rates (excluding National Events) does NOT imply any employer/employee relationship between the parties. The organisation's mileage rate is intended to cover travel expenses incurred whilst undertaking voluntary activity on behalf of the organisation.
2. The organisation does not take any responsibility whatsoever for the tax status of volunteers with HMRC. This is the sole responsibility of the individual. Specifically, should a volunteer claim more than 10,000 miles at the recommended HMRC guidelines from both their ordinary employment plus any organisational and other volunteer activity, the volunteer is responsible for the tax position arising. The organisation does not undertake to log the total mileage of its volunteers – only that mileage incurred on organisation's activity.
3. Economy class air travel by volunteers may only be made by prior agreement and must be booked via the organisation's office.
4. Assembly costs for Team staff and athletes.  
Standard class or discounted rail fare from normal training venue to assembly point and return. Internal flights may be arranged at the discretion of the office for swimmers and athletes.

Mileage claims will be checked against a current route planner. Diversions, alternative routes etc. must be denoted on the form and the reason for the diversion etc. stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

### **Accommodation – excluding National Events**

Where overnight accommodation is necessary, it should, where possible, be arranged through the Swim England office or a designated officer. Payment of expenses shall be against actual costs incurred. Normal reimbursement for the value of an evening meal is as per the current guidelines held by the Chief Financial Officer.

### **Accommodation – National Events**

Volunteers may be required to share accommodation or pay the single supplement themselves or make a contribution to the cost of accommodation. Reimbursement for the value of an evening meal is capped at £15.

Expenses claimed in excess of these guidelines must contain a note explaining the reason for the difference together with a bona fide receipt.

When anyone travels outside Great Britain, at the behest of, or under the control of the organisation, the travel arrangements will be made and paid for by the organisation.

### **Other Expenses**

You should seek the prior approval of your designated officer before incurring other expenses that are not listed above.

# Trophies and Awards

Trophies

The Harold Fern Award

The Alfred H. Turner Award

Long Service Awards



## Trophies

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### Regulations for Control of Trophies

#### Trophies and Awards – National Events

1. A photographic record of all trophies is to be maintained by the Swim England Events Department.
2. Swim England will normally self-insure trophies against loss or damage. However, this will be reviewed annually by the Chief Executive Officer as part of the review of insurances.

#### Swimming Trophies:

3. All trophies will be awarded to the winner of the applicable event providing they reside in the United Kingdom. Trophy winners will be presented with a replica trophy at the event and photographed.
4. Trophy winners will have their name, photograph, club and time displayed alongside the respective trophy in the virtual trophy cabinet hosted on the website. The Events Department will be responsible for ensuring winners names are engraved and up to date.
5. A permanent memento will be awarded to the winner of annual overall awards such as the Swimmer of the Year Award.

#### Other Discipline Trophies:

6. Trophies will be presented at the event and recipients are entitled to keep the respective trophy for the duration of one year.
7. The Events Department will be responsible for obtaining and retaining a signature from the recipient, ensuring the details include name, contact details and club.
8. Recipients of trophies are responsible for ensuring their name is engraved on the trophy, unless a request is submitted for this to be carried out by the Events Department when the trophy is returned. Swim England will refund the cost of engraving providing receipts are submitted.
9. Trophies must be returned when requested.

#### Awards:

10. In Masters events (all disciplines) medals will be awarded to the first three placed athletes in each age group category. Medals awarded at Swim England Masters Championships may be returned for future use. The value of the medals will be donated to the Swimming Trust. Medals not collected will be deemed to be returned as a donation.
11. In all other events medals will be awarded (all disciplines) subject to specific conditions and subject to the number of competitors competing in the event as follows:
  - (a) Medals will be awarded to the top three competitors in events where there are five or more competitors competing.
  - (b) Medals will be awarded to the top two competitors in events where there are four competitors competing.
  - (c) A Medal will be awarded to the top competitor in events where there are three or fewer competitors competing.

#### Allocation of Trophies

1. The allocation of trophies to competitions shall be decided by the Board after consideration of the known wishes of, and, where possible, consultation with the donor.

<b>No.</b>	<b>Championship or Competition</b>	<b>Donor</b>
1	100 metres Freestyle (Men)	Otter SC
2	100 metres Freestyle (Women)	Ravensbourne SC
3	100 metres Freestyle (Boys)	The Sporting Record
4	100 metres Freestyle (Girls)	Jantzen Knitting Mills Ltd
5	200 metres Freestyle (Men)	G H Rope
6	200 metres Freestyle (Women)	Amateur Swimming Association (Pragnell Memorial Trophy)
7	200 metres Freestyle (Boys)	J A Tyres (Otter Trophy)
8	200 metres Freestyle (Girls)	W J Grant (Etobicoke Memorial AC Trophy)
9	400 metres Freestyle (Men)	H Davenport
10	400 metres Freestyle (Women)	Fedn. Francaise de Natation (Paris Trophy)
11	1,500 metres Freestyle (Boys)	Surbiton SC
12	800 metres Freestyle (Women)	Western Counties ASA (BrigG de V Welchman Memorial Trophy)
13	1,500 metres Freestyle (Men)	H Davenport
14	Long Distance (Men)	W J Innes
15	Long Distance (Women)	C C Hatry
16	100 metres Backstroke (Men)	H Dixon, President ASA 1960
17	100 metres Backstroke (Women)	Nottingham Sportsmen (Jeans Trophy)
18	100 metres Backstroke (Boys)	Past Hon Auditors ASA (S R Drinkwater and W H Dalby)
19	100 metres Backstroke (Girls)	Beckenham Ladies SC (Mrs A M Austin Memorial Trophy)
20	200 metres Backstroke (Men)	J T Hinks
21	200 metres Backstroke (Women)	Horlicks Ltd
22	100 metres Breaststroke (Men)	Northern Counties ASA (Fred Collier Memorial Trophy)
23	100 metres Breaststroke (Women)	Heston SC (George Fryer Memorial Trophy)
24	100 metres Breaststroke (Boys)	Wandsworth SC (Evershed Memorial Trophy)
25	100 metres Breaststroke (Girls)	H Davenport
26	200 metres Breaststroke (Men)	M Dockerill
27	200 metres Breaststroke (Women)	F R Edwards
28	100 metres Butterfly (Men)	Northumberland & Durham Counties ASA (John G Hatfield Memorial Trophy)
29	100 metres Butterfly (Women)	Dolphex Knitting Mills
30	100 metres Butterfly (Boys)	British Broadcasting Corporation (Six Nations Trophy)
31	100 metres Butterfly (Girls)	Kingston Ladies SC
32	200 metres Butterfly (Men)	Otter SC
33	200 metres Butterfly (Women)	ASA Midland District (S R Drinkwater Memorial Trophy)
34	200 metres Individual Medley (Men)	ASA (Gregory Matveieff Memorial Trophy)
35	200 metres Individual Medley (Women)	ASA Midland District (Florence Wightman Memorial Trophy)

<b>No.</b>	<b>Championship or Competition</b>	<b>Donor</b>
36	200 metres Individual Medley (Boys)	Nottinghamshire ASA (K B Martin Trophy)
37	200 metres Individual Medley (Girls)	H.Spencer
38	400 metres Individual Medley (Men)	Sans Egal SC
39	400 metres Individual Medley (Women)	S T Hurst
40	Club Freestyle Team (Men)	Webb Memorial Committee (Capt. Webb Memorial Trophy)
41	Club Freestyle Team (Women)	Croydon Ladies SC
42	Club Medley Team (Men)	A Derbyshire (R Derbyshire Memorial Trophy)
43	Club Medley Team (Women)	G Pragnell
44	Club Water Polo	Ravensbourne SC
45	Club Junior Water Polo	Derbyshire ASA (Swain Memorial Trophy)
46	Boys Water Polo	W J Read
47	County Water Polo Preliminary	E Wright (Lovely Competition Memorial Trophy)
48	County Junior Water Polo	Southport SC (Charlie Smith Memorial Trophy)
49	Inter District Water Polo	Surrey County WP & SA (E Harding Payne Trophy)
50	High Diving (Men)	A St P Cufflin
51	High Diving (Women)	Amateur Diving Association
52	Springboard Diving (Men)	Amateur Diving Association
53	Springboard Diving (Women)	Amateur Diving Association (Darnell Memorial Cup)
54	One metre Springboard Diving (Men)	P Desjardins
55	One metre Springboard Diving (Women)	C Welch
56	Boys Springboard Diving	Various Friends (Tony Turner Trophy)
57	Girls Springboard Diving	Metropolitan School of Diving (R G Robinson Trophy)
58	Boys High Diving	Amateur Diving Association
59	Girls High Diving	Amateur Swimming Association (Gregory Matveieff Memorial Trophy)
60	National Age Group Competition (Diving)	Dawdon SC (Dawdon Trophy)
61	Swimmer of the Year	ASA District Associations (T M Yeaden Memorial Trophy)
62	Diver of the Year	Swimming Times Ltd (George Hearn Memorial Cup)
63	4x200m Freestyle Team (Men)	Henry Benjamin National Memorial Trophy
64	4x200m Freestyle Team (Women)	Harold Fern National Trophy
65	Aggregate Diving (Men)	Various Friends (G Melville Clark National Memorial Trophy)
66	Inter Services Championship	W A H Buller
67	National Artistic Swimming Solo Championship	H Elkington (Helen Elkington Trophy)
68	200 metres Backstroke (Girls)	D Jones Memorial Trophy
69	200 metres Breaststroke (Girls)	Kent County ASA (E W Keighley Trophy)
70	400 metres Individual Medley (Girls)	Mrs V S Stanhope-Palmer (The Francis Hill-Cole Trophy)

<b>No.</b>	<b>Championship or Competition</b>	<b>Donor</b>
71	Aggregate Diving – Women	Various Friends (The Belle White National Memorial Trophy)
72	The Redwood Trophy Artistic Team	AAU of the USA (The Mackeson Trophy)
73	The Swimming Times Water Polo Award	The Swimming Times Ltd
74	400 metres Individual Medley (Boys)	St. James' SC (The St James' SC Trophy)
75	Esso Inter-County Trophy	Esso Petroleum Co. Ltd.
76	GB Overall Diving Champion	Jeff Cook Memorial Trophy
77	Women's 50m Freestyle	Jock Young Trophy
78	Best Performance from a Junior Para-Swimmer (Male)	The Swimming Writers Club to the swimmer whose performance they adjudged to be the best
79	5 Nations Artistic Trophy	No event
80	Senior Routine Scores at National Championships (Artistic)	The Holland Family (The Holland Trophy)
81	800 metres Freestyle (Girls)	Borough of Brent SC (CP Parkin Trophy)
82	200 metres Breaststroke (Boys)	Amateur Swimming Association (Edgar E. Warner Trophy)
83	The Artistic Swimmer of the Year	Swimming Enterprises Ltd.
84	The Junior Diver of the Year	Various Friends (The Norma Thomas National Memorial Trophy)
85	Outstanding Female Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
86	13/14 Team at the National Artistic Age Group Championships	Y M Price
87	Outstanding Male Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
88	Duet Artistic Champions	R A Spencer (The Spencer Trophy)
89	50m Freestyle Short Course (Girls)	Western Counties (Ray Clash Trophy)
90	Inter District Artistic Competition	Amateur Swimming Association (Not in use)
91	15/16/17 Team at the National Artistic Age Group Championships	S Vickerman (Mollie Gledhill Memorial Trophy)
92	Solo Technical Routine At National Championships (Artistic)	M Lushington (Colin Lushington Trophy)
93	Best Performance from a Junior Para-Swimmer (Female)	British Swimming Writers Club (Pat Besford Memorial Trophy)
94	Boys 400m Freestyle	Alys Benny (The David Benny Trophy)
95	Mens 50m Freestyle (SC)	V Constantine (The Mark Foster Trophy)
96	Mens 50m Freestyle (LC)	Otter SC (The Russell Cup)
97	Women's 50m Breaststroke	Leicester Knighton Fields (The Edna May Trophy)
98	Junior Routine Scores at National Artistic Swimming Age Group Championships	Shacklock Family (The Shacklock Trophy)
99	200m Butterfly (Girls)	Pedder Family (Pedder Trophy)



<b>No.</b>	<b>Championship or Competition</b>	<b>Donor</b>
100	Inter-county Comp. Trophy	
101	Junior Girls 400m Freestyle	Midland District (Marl Rutter Trophy)
102	Womens 100m Freestyle Short Course	Bush Family (Bush Trophy)
103	Top Junior Diving Coach	Margaret Davies Memorial Trophy
104	Top Girls Club	National Age Groups ASA
105	Top Boys Club	National Age Groups ASA
106	National Inter County Competition	Swimming Times Trophy
107	National Inter County Competition	ISTC Trophy (IoS)
108	For Services to Artistic Swimming	Mary Black (The Mary Black Trophy)
109	For Endeavour (Artistic)	The Yates Family (The Gemma Yates Trophy)
110	Best Junior Female at the ASA National Championships	Alan Lawrence Memorial Trophy
111	Best Junior Male at the ASA National Championships	Alan Lawrence Memorial Trophy
112	200m Butterfly (Boys)	S Edwards
113	200m Backstroke (Boys)	ASA Blackpool Salver
114	50m Freestyle (Boys)	Nederland 79
115	12 and under Artistic Swimming Team	Trophy Discontinued
116	Girls Inter-District Water Polo	A Marton (W P Plate)

The Presidential Badge and Chain are in the possession of the President of Swim England.

## The Harold Fern Award

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The award valued at £50, is annually available to the club, association, or individual (amateur or professional) deemed by the Board to have done the most to popularise the sport of swimming. The award may be withheld in any year at the discretion of the Board. Nominations for this award are to be submitted to the Chief Executive Officer by the Regions.

The recipient of the award shall also receive a suitable memento for the occasion presented by the Board.

### Terms of the award

The award is given to the individual or organisation making the most outstanding contribution to aquatics at club, county, regional, national or international level.

In selecting the winner of the award each year, the Board will give consideration to the following:

- outstanding achievement in advancing the sport through competition/coaching/officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport.

Submissions from regions should be made by 1 March.

### Award Presentations

1961	B W Cummins	1980	A H Cregeen	2000	D A P Cooke
1962	N W Sarsfield OBE MC	1981	E Vickerman	2001	A Clarkson
1963	K B Martin MBE	1982	T H Cooper	2002	D Hunt
1964	A Rawlinson MBE	1983	A Donlan	2003	M Hill
1965	C P Parkin	1984	M Rutter	2004	R Hargreaves
1966	C W Plant	1985	F E Lambert	2005	J R Carrie
1967	A C Price	1986	T G Thomas	2006	A Bartlett
1968	W T Tiver	1987	F Moorhouse	2007	M Bell
1969	M Latimer	1988	J H Zimmermann	2008	M W Beard
1970	L Heaton	1989	F G Thain	2009	J N Winter
1971	E W Keighley	1990	D F Scales JP	2010	R Outtram
1972	R G Underwood	1991	R H Brown	2011	P Penny
1973	W S Rowe	1992	J Noble	2012	I Watson
1974	Not awarded	1993	I A M Gibb	2013	S Greetham
1975	H Parker	1994	F W Latimer	2014	D Yeoman
	KCB KBE MC	1995	Germany	2015	F Kirby
1976	E Warrington MBE	1996	T Denison	2016	I Mackenzie
1977	M S Drinkwater	1997	G Fosberg	2017	T Ward
1978	A H Turner OBE	1998	H H V Wilkinson	2018	E Adams
1979	N H Ibbett	1999	A Lonsbrough	2019	R Gordon

## The Alfred H. Turner Award

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The award, valued at £50, is annually available to the club, association, or individual (amateur or professional) deemed by the Board to have done the most to popularise the sport of swimming. The award may be withheld in any year at the discretion of the Board. Nominations for this award are to be submitted to the Chief Executive Officer by the Regions.

The recipient of the award shall also receive a suitable memento for the occasion presented by the Board.

### Terms of the Award

The Award is given to the individual or organisation making the most outstanding contribution to aquatics at club, county, regional, national or international level.

In selecting the winner of the Award each year, the Board will give consideration to the following:

- outstanding achievement in advancing the sport through competition/coaching/officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport.

Submissions from regions should be made by 1 March.

### Award Presentations

1982	D Rice	1995	J Brayshaw	2008	A Van Beukelen
1983	N Yarwood	1996	J Williams	2009	Not Awarded
1984	C Powell	1997	B Lancaster	2010	E Sykes
1985	J Clarke	1998	J Harrison	2011	J Holdstock
1986	V Morris	1999	M Glover	2012	W Coles
1987	A Clark	2000	J Hedger	2013	M Fox
1988	S W Margetts	2001	N Muir-Cochrane	2014	J Davies
1989	I B Williams	2002	D Geer	2015	J Cook
1990	E M Payne	2003	M Coyne	2016	J Bird
1991	D Clarke	2004	F Dalrymple-Smith	2017	J Childs
1992	V Way	2005	Not Awarded	2018	D Collins
1993	V Naylor	2006	J Gray	2019	D Robinson
1994	J Nichols	2007	M Firmin		

## Long Service Awards

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The ASA agreed in 1993 to honour long service by its members with the presentation of Gold and Silver Pins. Only one Gold or one Silver Pin issued. The year in brackets is the year of commencement.

### Gold Pins

#### Past Presidents

J M Glover (2004)	T G Thomas (1988)	D F Scales, JP (1980)
B Eeles (2002)	H Booth (1987)	F W Latimer (1978)
L G Howe (1992)	Y M Price (1986)	M Rutter (1975)
E Wilkinson (1991)	S W Margetts (1984)	A Rawlinson, MBE (1968)
E Dean (1990)	A H Turner, OBE (1982)	N W Sarsfield, OBE, MC (1966)
J J Lewis (1989)		H R Walker (1963)

#### Officers of the ASA (10 years)

J W E Leach, Hon Legal Advisor  
 J M Cameron, Hon Medical Advisor  
 A M Clarkson OBE, FCA (1986-1996)

#### ASA Committee (12 years)

T H Cooper                      F W Latimer                      E Dean                      D Yeoman

#### ASA Sport Governing Board and ASA Board (12 years)

R Gordon (2002-2014)      K Grimshaw (2005-2017)  
 R Margetts (2002-2014)      I Mackenzie (2005-2017)  
 C Bostock (2000-2016)

#### Hon Secretaries of ASA Technical Committees (12 years)

J M Cook, Diving (1977-1993)  
 A Donlan, Education (1973)  
 C W Pullan, Coaches Certificate (1966)  
 D Bathurst, Water Polo Referees & Rules (1975-1993)  
 J M Rider, Water Polo (1977-1990)  
 I B Williams, Synchronised Swimming (1976-1990)  
 D J Hunt, Scientific Advisory (1978-1994)

#### Members of ASA Technical Committees (15 years)

H Booth, Public Relations (1968)  
 I Martin, Public Relations (1976)  
 A R Lawrence, Swimming (1974)  
 A W Clark, Synchro Swimming (1976)  
 J Cousins, Swim Facilities (1977)  
 P T Penny, Swim Facilities (1976)  
 P Jones, Water Polo (1967)  
 C Wilson, Coaches Certificate (1971)  
 Y M Price, Synchro Swimming (1974-1980, 1983-1985, 1987, 1989-1996)  
 F Jessop, Diving (1974-1988)  
 G Thain (1971-89)

M Lewis, Facilities Committee (1984–1998)  
D Fodden, Medical Advisory (1986–2000)  
R R Muir-Cochrane, Medical Advisory (1986–2000)  
M Firmin, Synchro Swimming (1972, 1981–1982, 1989–1993, 1996–2000)  
R G McAlister, Masters (1987–2001)  
J Williams, Synchro Swimming (1998–2002)  
A C Bartlett, NJT (1988–2002)  
S Rothwell, Swimming Officials Committee (1990–1999), ASA Committee (2000–2004)  
T W S Rushton, Swimming Officials Committee (1979–1994)  
M Hooper, Synchronised Swimming Committee (1998–2012)  
R H George, Swimming Officials Committee (1980)  
R P N Hargreaves, Water Polo (1980)  
I A M Gibb, Swimming Committee (1981)  
J Harrison, Education Committee (1979)  
H R Thompson, Swimming Facilities Committee (1982)  
W G Clark, Diving Committee (1981)  
D A P Cooke (1975)  
S. Boothroyd, Diving Committee (1984–1998)  
D Sparkes, ASA Education Committee (1985–1991), ASA Education Committee (1990–1991),  
ASA Committee (1990–1993), ASA Officer (1994–1998)  
R Wood, ASA Diving Committee (1984–1998)  
J A Holmyard, Masters (1987–2001)  
M Short, MBE, AFC, Swimming Officials Committee (1987–2001)  
R Cross, Education (1986–1991, 1995–2003)  
J Latham, ASA Diving Committee (1990–2004)  
V Dobbie, Masters (1992–2006)  
K Boyd, Medical Committee (1994–2008)  
I Gordon, Medical Committee (1995–2009)  
J Stidever, Disability Committee (1995–2009)  
J Gray, Synchronised Swimming Committee (1996–2010)  
D Harman, Disability Committee (2004–2012)  
D Chaney, Masters Committee (1998–2012)  
S Cooke, IDDRAP (2003–2011)  
T J Wilkinson, NJT and IDDRP (1997–2015)  
S Bryant, NJT, IDDRAP and IDDRP (1997–2015)  
A Gimson, Masters (1999–2014)  
B Dunning, NJT (1999–2015)  
B Saunders, Swimming (2001–2015)  
B Foex, Medical (1994–2002, 2009–2015)  
G Stokes, Masters (2001–2015)  
L Fraser, Diving (during period 1994–2015)  
B Outtram, Swimming Officials (2001–2016)  
P Crowley IDDRP (2003–2018)  
M Abrams IDDRP (2003–2018)  
T Lambert IDDRP (2003–2018)

### **District Hon Secretaries and Hon Treasurers (12 years)**

M W Beard, Hon Treasurer (M)  
T H Cooper, Hon Secretary (N) – See above  
H Booth, Hon Treasurer (N) – See above  
F W Latimer, Hon Secretary (NE) – See above  
E Vickerman, Hon Treasurer (NE)  
H H V Wilkinson, Hon Treasurer (S)  
E Dean, Hon Secretary (W) – See above  
D V Toogood, Hon Treasurer (W)

### **Hon Life Presidents and Hon Life Members (On appointment)**

A H Turner OBE, Hon Life President  
R G G Pursey, Hon Member  
A Rawlinson MBE, Hon Member  
M Dolbear, Hon Member  
A Weeks, Hon Member  
D A Reeves, Hon Member  
J M Cameron, Hon Member  
G Alexander, Hon Member

### **Staff Members (16 years)\***

A Williams (4.12.72)  
J Sheard (18.7.77)  
D Hammond (22.5.00)  
J Munning (1.10.86)  
L D Stubbs, for many years service to the ASA  
J Mott (6.11.78)  
S Mason (1.4.01)  
S Howlett (21.7.87)

### **Silver Pins**

#### **Officers of the ASA (five years)**

M W Beard, Hon Trustee (1984)  
A M Clarkson, Hon Treasurer (1985)

#### **ASA Committee Members (six years)**

G F Alexander  
H H V Wilkinson  
J J Lewis  
D Yeoman  
B Cadwell  
B Boyle  
J R Carrie  
L Robinson 2004 – 2009  
K Grimshaw

\*The awarding of pins to staff members was discontinued during 2004 and replaced with an alternative form of recognition.

R Hedger  
I Mackenzie  
D Fletcher  
C Bostock

### **Hon Secretaries ASA Technical Committees (six years)**

M R Coombs, Public Relations (4.10.86)  
A D Warn, Masters  
P Larke, Open Water (2001–2006)  
J N Winter, Swimming Facilities (1987)  
E Bowditch, Swimming Officials (1988)  
J Davies, Swimming (2001–2006)

### **Members of ASA Technical Committees (seven years)**

S Boothroyd, Diving (1984)  
W G Clark, Diving (1982)  
F Wood, Diving (1984)  
D W Firth, Education (1986)  
V Way, Education (1983)  
J Brayshaw, Education (1971–1979)  
D A P Cooke, Medical Advisory (1986)  
A Jones, Medical Advisory (1986)  
A W Mills, Medical Advisory (1986)  
R D Winch, Medical Advisory (1986)  
K Savory, Education (1988)  
M D Thomas, Education (1988)  
D Rose, Public Relations (1988)  
C Williams, Scientific Advisory (1987)  
M Short, MBE, AFC Swimming Officials (1987)  
A Reynolds, Synchronised Swimming (1988)  
B Runham, Masters (1988)  
J Beswick, Public Relations (1986)  
J M Cameron, Scientific Advisory (1985)  
A Jones, Scientific Advisory (1985)  
W Keatinge, Scientific Advisory (1986)  
I MacDonald, Scientific Advisory (1986)  
B May, Scientific Advisory (1985)  
C I Oliver, Swimming (1986)  
R H George, Swimming Officials (1980)  
M Lewis, Swimming Facilities (1984)  
H R Thompson, Swimming Facilities (1982–1997)  
J M Glover, Water Polo (1986)  
R P N Hargreaves, Water Polo (1980)  
A Harland, Water Polo (1980–1990)  
M Rushby, Synchronised Swimming (1988)  
M Hill (ASA Committee) (1995–2001)  
J Stidever, Disability (1995–2001)

P Dudley, Diving (1995–2001)  
S Milne, Education Department (1995–2001)  
J Bird, Swimming (1995–2001)  
B Bewley, Open Water (1996–2002)  
J Gray, Education and Development Synchronised Swimming (1996–2002)  
A Wilson, Masters (1996–2002)  
L Fraser, Diving (1994, 1996, 1998–2002)  
P Puckrin, Disability (1995–1997, 2000–2003)  
S Bryant, NJT  
J Jameson, NJT  
T J Wilkinson, NJT  
J Cooper, Swimming Officials  
J Allsopp, Water Polo (1998–2004)  
D Chaney, Masters (1998–2004)  
F Dalrymple-Smith, Open Water (1997–2000, 2002–04)  
J Ferriday, Audit and Probity (1999–2005)  
T Ward, Masters (1999–2005)  
M Gillett, Medical (2000–2006)  
M Hemmings, Open Water (2000–2006)  
J Waters, Synchronised Swimming (2000–2006)  
A Jordan, Water Polo (1996–2002)  
B Cummins, Disability (1995–1997, 2000–2003)  
C Henson, Synchronised Swimming (2004–2010)  
G Briers, Medical Advisory (2006–2012)  
A Boyle, Rules (2006–2012)  
S G Craig, Swimming Officials (2006–2012)  
J Russell, Swimming Officials (2006–2012)  
D Zajac, Synchronised Swimming (1964, 1964, 1970–1976)  
J Stewart, Masters (1988)  
R Germany, Swimming (1965–70) and Public Relations (1974–75)  
R N Lee, Medical Committee (1989)  
B Durkin, Water Polo (1989)  
R G Tate, Water Polo (1989)  
V Naylor, Diving Committee (1989)  
D J Hoskins Swimming Officials Committee (1989)  
B Broadhurst, Swimming Facilities (1989)  
H E Bland, Swimming Facilities (1989)  
S Rothwell, Swimming Officials Committee (1990)  
P Rawlinson (Various) 1990  
S T Detko Water Polo (1990)  
J Latham, Diving (1990)  
B Eeles, Swimming Officials Committee (1987–91–96)  
M M Clarke, Water Polo Committee (1991–1997)  
M Coyne, Synchronised Swimming Committee (1991–2004)  
C Smith, Medical Advisory Committee (1991–  
V Dobbie, Masters Committee (1992–1998)



M Edge, Diving Committee (1993–1999)  
P Haworth, Synchronised Swimming Committee (1993–1999)  
B Foex, Medical Advisory (1994–2000)  
I Gordon, Medical Advisory (1994–2000)  
K Boyd, Medical Advisory (1994–2000)  
E Hartley Swimming (1994–2000)  
D Harman, Swimming Officials (1994–2000)  
A C Bartlett, NJT (1988–95)  
A Hunt, NJT (1991–1997)  
T Little, Diving (1995–2001)  
S Yeoman, Swimming (1995–2001)  
S Greetham, Open Water (1996–2002)  
P Robbins, Education & Development (1994–1996, 1999–2002)  
D Boot, NJT  
S Cooke, NJT  
A Troup, NJT  
I Wilson, Swimming (1993–1995, 1999–2003)  
P Jones, Water Polo (1996–1997, 1999–2003)  
D Burgham, Education and Development (1998–2004)  
A Cradock, Disability (1997 and 1998, 2000–04)  
M Hooper, Synchronised Swimming (1998–2004)  
N Turner, Medical (1998–2004)  
P Goldman, Swimming (1999–2005)  
A Gimson, Masters (2000–2006)  
K Barber, Open Water (2000–2006)  
N Booth, Swimming Officials (2000–2006)  
G Stokes, Masters (2001–2007)  
A Day, NJT (2001–2005) and Disability (2004–2007)  
B Saunders, Swimming (2001–2007)  
D Beaumont, Diving (2003–2009)  
R W (Herbie) Adams, Masters (2003–2009)  
P Shute, Medical Committee (2003–2009)  
E Hartley, Swimming Committee (2003–2009)  
S Walker, Rules Committee (2005–2011)  
F Clewlow, Diving, (2006–2012)  
F Thomas, Medical Advisory (2006–2012)  
A Marvin, Swimming (2006–2012)  
R Prior, Swimming Officials (2006–2012)  
A Van Beukelen, Swimming Officials (2006–2012)  
S Paice, IDDRAP (2003–2015)  
T Lambert, IDDRP (2003–2015)  
M Abrams IDDRP (2003–2015)  
P Crowley, IDDRP (2005–2015)  
M Sweetman, Diving (2008–2014)  
G Harrison, Diving (2008–2014)  
C Goodair, Masters (2008–2014)  
K Brennan, Medical (2009–2015)

D Marsh, IDDRAP (2006–2015)  
M Davies, Swimming Officials (2009–2015)  
T Bream, Swimming Officials (2009–2015)  
J Beard, Swimming Officials (2009–2015)  
D Metcalf, Swimming Officials (2009–2015)  
A Barker, Diving (2010–2016)  
C Calvert, Diving (2011–2017)  
N Smith, Diving (2011–2017)  
B McGuinness (2011–2017)

### **District Hon Secretaries and Treasurers (six years)**

J J Lewis, Hon Secretary (S)  
J Armour, Hon Treasurer (N) (1998–2003)  
R Gordon, Hon Treasurer (NE) (1999–2004)

### **Staff Members (eight years)\***

P Hassall (1.4.81)  
D Bakewell (1.4.87)  
I Collinson (30.1.86)  
C S Priestley (23.11.87)  
J Grange (1.12.86)  
M Reeves (1.10.86)  
R Wallis (20.10.86)  
E Chalmers (1.9.88)  
C Lambert (26.04.88)  
W Coles (24.01.89)  
L Dean (8.10.88)  
M Church (27.09.91)  
A Hastings (1.11.91)  
J Lawton (1.11.91)  
S Sheldon (1.10.91)  
P Hastings (1.1.00)  
E Brace (2.1.00)  
S Pinfield (1.5.94)  
L Hill (4.12.95)  
A Jones (20.11.95)  
L Jones (1.9.1995)

\*The awarding of pins to staff members was discontinued during 2004 and replaced with an alternative form of recognition.

# Disciplines

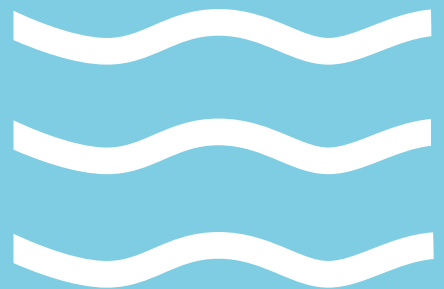
Swimming including Open Water

Masters

Diving

Artistic Swimming

Water Polo



# Swimming

Including Open Water

Memorial Swimming Trophies

Swim England Swimming  
Championships and Competitions

Safety



## Memorial Swimming Trophies

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### The T. M. Yeaden Memorial Trophy

To be awarded each year to the swimmer whose performance is adjudged by the Board to be the best for that year.

**The following are the winners from 1970 onwards:**

1970 D Harrison (Hartlepool)	1991 N Gillingham (City of Birmingham)
1971 B Brinkley (Modernians)	1992 N Gillingham (City of Birmingham)
1972 B Brinkley (Modernians)	1993 N Gillingham (City of Birmingham)
1973 B Brinkley (Modernians)	1994 K Pickering (Ipswich)
1974 B Brinkley (Modernians)	1995 P Palmer (City of Lincoln Pentaqua)
1975 B Brinkley (Modernians)	1996 P Palmer (City of Lincoln Pentaqua)
1976 B Brinkley (Modernians)	1997 P Palmer (Bath University) 1998
1977 S Davies (Port of Plymouth)	1998 } S. Rolph (City of Newcastle) and
1978 S Davies (Port of Plymouth)	} J. Hickman (City of Leeds)
1979 M Kelly (Beckenham)	1999 S Rolph (City of Newcastle)
1980 D Goodhew (Beckenham)	2000 M Easter (Bath Univ/Camphill Ed)
1981 C Wilson (Rushmoor)	2001 GB Women's Freestyle Team
1982 A Moorhouse (Leeds Central)	2002 Sarah Price (Barnet Copthall)
1983 C Wilson (Rushmoor)	2003 Katie Sexton (Portsmouth SC)
1984 S Hardcastle (Southend Synchronettes)	2004 S Parry (Stockport Metro)
1985 A Moorhouse (City of Leeds)	2005 S Burnett (Wycombe District)
1986 A Moorhouse (City of Leeds)	2006 C Cook (City of Newcastle)
1987 A Moorhouse (City of Leeds)	2007 C Patten (Stockport Metro)
1988 A Moorhouse (City of Leeds)	2008 R Adlington (Nova Centurion)
1989 } A Moorhouse (City of Leeds) and	2009 } K-A Payne (Stockport Metro) and
} N Gillingham (City of Birmingham)	} G Spofforth (Portsmouth Northsea)
1990 A Moorhouse (City of Leeds)	2010 F Halsall (Loughborough University)

### The Henry Benjamin National Memorial Trophy

From 2016 was reallocated to 4x200m Freestyle Team (Men) – 2016 Loughborough University

2017 Hatfield  
2018 Not Awarded  
2019 Loughborough University

### The Harold Fern National Trophy

From 2016 was reallocated to 4x200m Freestyle Team (Women) – 2016 City of Sheffield

2017 Nova Centurion  
2018 Not Awarded  
2019 Loughborough University

## The Alan Lawrence Trophy

1. To be awarded annually to the Junior Female swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of FINA points to be the best at the Swim England Championships.
2. To be awarded annually to the Junior Male swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of FINA points to be the best at the Swim England Championships.

### The winners are:

	Female	Male
1999	N Jackson (Derwentside)	D O'Brien (Prescot)
2000	N Jackson (Derwentside)	O Morgan (Haselmere)
2001	K Haywood (Lincoln Vulcans)	A Thirwell (City of Newcastle)
2002	S Proud (Durham Aquatics)	C Alderton (Durham Aquatics)
2003	C McClatchey (Northampton)	B Ward (Exeter City)
2004	K Haywood (Loughborough University)	E Dale (Millfield)
2005	K Payne (Stockport Metro)	C Alderton (Durham University Aquatics)
2006	Hannah Wilson (Ealing)	S Houston (Stirling)
2007	F Halsall (City of Liverpool)	M Loughran (Guildford City)
2008	M Gilchrist (City of Edinburgh)	M Crouch-Anderson (Northampton)
2009	A Ajulu-Bushell (Plymouth Leander)	A Willis (Bracknell & Wokingham)
2010	No information	No information
2011	A Wilmott (Middlesbrough)	E Lloyd (Co. Cardiff)
2012	K Mann (Hillingdon)	M Johnson (Co. Sheffield)
2013	J Fullalove (Co. Manchester)	A Peaty (Co. Derby)
2014	R Meilutyte (Plymouth Leander)	D Jervis (Swansea)
2015	Not awarded	Not awarded
2016	A Davison (Newcastle)	S Osbourne (City of Birmingham)
2017	C Rigg (City of Birmingham)	W Bell (City of Leicester)
2018	E Mildred (Northampton)	F Colbert (Nova Centurion)
2019	L Whittaker (Mount Kelly)	J Whittle (Derwentio)

## The Alan Hime Memorial Trophies

1. To be awarded annually to the Female swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of FINA points to be the best at the Swim England Championships.
2. To be awarded annually to the Male swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of FINA points to be the best at the Swim England Championships.

### The winners are:

	Female	Male
1986	G Stanley (Stockport Metro)	A Moorhouse (City of Leeds)
1987	J Croft (Wigan Wasps)	P Brew (Kelly College)
1988	C Woodcock (Haywards Heath)	G Robins (Portsmouth Northsea)
1989	Z Long (Beckenham)	A Moorhouse (City of Leeds)

1990	Z Long (Beckenham)	R Maden (Aquabears)
1991	K Pickering (Ipswich)	M Fibbens (Barnet Copthall)
1992	H Slatter (Warrington Warriors)	M Foster (Barnet Copthall)
1993	S Hardcastle (Bracknell)	J Hickman (Stockport Metro)
1994	E Tattam (Portsmouth Northsea)	M Harris (Bor. Waltham Forest)
1995	L Findlay (Wycombe District)	M Foster (Romford Town)
1996	J King (Borough of Waltham Forest)	I Wilson (City of Leeds)
1997	H Donduncan (Aslan Central)	J Hickman (City of Leeds)
1998	A Sheppard (Milngavie & Bearsden)	G Smith (Stockport Metro)
1999	Z Baker (City of Sheffield)	E Sinclair (Millfield)
2000	R Brett (Loughborough University) S Rolph (City of Newcastle)	M Foster (Bath University)
2001	S Price (Barnet Copthall)	J Hickman (City of Leeds)
2002	S Price (Barnet Copthall)	J Hickman (City of Leeds)
2003	R Genner (City of Coventry)	C Cook (City of Newcastle)
2004	R Cooke (City of Glasgow)	D Mew (Bath University)
2005	J Jackson (Durham University Aquatics)	L Tancock (Loughborough University)
2006	K Richardson (Kingston-upon-Hull)	D Milwain (Loughborough University)
2007	R Adlington (Nova Centurion)	L Tancock (Loughborough University)
2008	R Adlington (Nova Centurion)	D Davies (City of Cardiff)
2009	A Ajulu-Bushell (Plymouth Leander)	D Sliwinski (Gallica)
2010	S Proud (Chester-le-Street)	D Sliwinski (Gallica)
2011	E Simmonds (Loughborough)	K Gilchrist (Edinburgh)
2012	S M O'Connor (University of Bath)	D Carry (Stockport)
2013	E Simmonds (University of Bath)	C Benson (Warrender)
2014	R Meilutyte (Plymouth Leander)	B Proud (Plymouth Leander)
2015	Not awarded	Not awarded
2016	M Renshaw (Loughborough)	T Shuttleworth (Loughborough)
2017	E Faulkner (City of Sheffield)	J Wilby (Loughborough University)
2018	H Hibbott (Stockport Metro)	M Litchfield (Dearne Valley)
2019	J Ulyett (Loughborough University)	D Jervis (Swim Swansea)

## Swim England Swimming Championships and Competitions

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### General Championships Conditions (all disciplines)

1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org).**

### Regional Organisers for the Education and Training and Development of Swimming Officials

<b>Swim England East Midlands Region</b>	Terry Bream Tel: 01604 499 469 Email: <a href="mailto:t.bream@btinternet.com">t.bream@btinternet.com</a>
<b>Swim England East Region</b>	David Metcalf Tel: 07711 955603 Email: <a href="mailto:swimofficials@eastswimming.org">swimofficials@eastswimming.org</a>
<b>London Swimming</b>	Ralph Shortland Tel: 0208 384 1681/07595 172900 Email: <a href="mailto:ralphshortland@hotmail.com">ralphshortland@hotmail.com</a>
<b>Swim England North East Region</b>	Christine Golightly Tel: 01388 602890 Email: <a href="mailto:christine.golightly@hotmail.co.uk">christine.golightly@hotmail.co.uk</a>
<b>Swim England North West Region</b>	Colin Evison Tel: 07925 111790 Email: <a href="mailto:colin.evison@ntlworld.com">colin.evison@ntlworld.com</a>
<b>Swim England South East Region</b>	George Adamson Tel: 07740 289256 Email: <a href="mailto:georgeadamson99@ntlworld.com">georgeadamson99@ntlworld.com</a>
<b>Swim England South West Region</b>	Jill Beard Tel: 01202 533 212 Email: <a href="mailto:beardfamilyuk@yahoo.co.uk">beardfamilyuk@yahoo.co.uk</a>
<b>Swim England West Midland Region</b>	Ian Lamb Tel: 07711 211 049 Email: <a href="mailto:ian.lamb@blueyonder.co.uk">ian.lamb@blueyonder.co.uk</a>
<b>Open Water:</b>	Paul Kendall Tel: 07799 831168 Email: <a href="mailto:openwater@eastswimming.org">openwater@eastswimming.org</a>



## Safety

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### Swimming Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators.

<b>Overall responsibility</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
<b>Responsibility for areas</b>	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
<b>Obtain Pool Safety Operating Procedures</b>	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
<b>Implement Pool Safety Operating Procedures</b>	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>Brief Referee</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the promoter's Conditions prior to the competition.
<b>Appoint stewards</b>	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
<b>Depths and dimensions</b>	Check water depths and height of starting blocks and inform announcer. Ensure dimensions and clearances, facilities and equipment comply with current Swim England requirements.
<b>First aid and safety equipment</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>Staff in position</b>	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
<b>Preventing start</b>	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
<b>Be present/appoint deputy</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
<b>Announcements</b>	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the Swim England.

## Swimming Officials' Prompt Card – Referee

<b>Responsibility</b>	The referee shall: Be responsible for the safe conduct of all activities in those parts of the premises
<b>Safe Conduct of Competition</b>	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
<b>Depths and dimensions</b>	Liaise with the promoter regarding water depths and starting block heights and to ensure dimensions and clearances, facilities and equipment comply with the current requirements.
<b>Brief officials</b>	Liaise with the promoter to ensure that all officials are briefed prior to the competition on safety matters including water depths and starting block heights and on any general safety arrangements (evacuation procedures) required by the pool owner/operator.
<b>Stopping competition</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

## Swimming Officials' Prompt Card – Safety Stewards

Stewards are necessary to ensure safe behaviour in the changing rooms and to organise and control warm-up and swim-down sessions.

### 1. Stewards

- 1.1 Receive briefing from the promoter

### 2. Warm-up and swim-down stewards

- 2.1 Maintain discipline during warm-up and swim-down and report misbehaviour to the Promoter.

- 2.2 In accordance with the briefing:

- permit warm-up to start only when advised by the promoter

- be aware of the profile and depths of the pool and advise competitors as required

- avoid congestion by allocation of swimmers to lanes

- do not let stationary swimmers block lanes or ends

- allocate specific lanes for warm-up and swim-down and 'sprint' lanes

- control the direction of swim in each lane

- decide upon and enforce a maximum number of swimmers per lane

- when the depth of the water is less than 0.9 metres, as far as is practical, prevent diving and turns taking place

- when the depth of the water is 0.9 metres but less than 1.5 metres, as far as is practical, ensure only swimmers who are competent to do so, dive from the poolside and the starting blocks. i.e.

- (i) If the height of the pool edge is not more than 0.38 metres above the level of the water, swimmers who have achieved the standard of the Preliminary Competitive Start Award may dive from the poolside.

- (ii) If the dive is to be made from a starting block the standard of the Competitive Start Award is required.

### 3. All Stewards

- 3.1 Be under the control of the referee at all times.

- 3.2 Report immediately to the referee(s) anything that appears to breach, or to be likely to breach, the safety regulations.

## Swimming Officials' Prompt Card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

### Announcer

1. Receive briefing from the promoter and/or referee.
2. Make the following announcements:
  - 2.1 "you are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth). Starting blocks are (announce height) above water level at the shallow end and (announce height) above water level at the deep end"
  - 2.2 when the water depth is less than 0.9 metres at the end of the pool where starting or turning takes place you must make the following announcement:

"as the water depth is below 0.9 metres at (name the end(s)) of the pool, all starts at that end must be in the water and you are reminded that this depth is considered insufficient for tumble turns"
  - 2.3 when the water depth is 0.9 metres but less than 1.5 metres and the height of the pool edge is not more than 0.38 metres above the level of the water you must make the following announcement:

"coaches and Team Managers are reminded that only those swimmers who have reached the standard of the Swim England Preliminary Competitive Start Award are permitted to start with a shallow racing dive from the side of the pool. Swimmers who have not reached this standard must start in the water"
  - 2.4 when the water depth is 0.9m but less than 1.5 metres and starting blocks are provided you must make the following announcement:

"coaches and Team Managers are reminded that only those swimmers who have reached the standard of the Swim England Competitive Start Award are permitted to start with a shallow racing dive from the starting blocks"
  - 2.5 "if there is a false start, you must continue with a shallow racing dive, you must not topple into the water head downwards as this is dangerous"
  - 2.6 "if you are starting in the water, you must lower yourself over the side; do not jump or dive"
  - 2.7 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
  - 2.8 "to evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings."

## Open Water Swimming Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators

<b>Overall responsibility</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
<b>The promoter shall: Health and Safety Standards</b>	Ensure that all the requirements of the Swim England regarding Health and Safety standards and facilities are fully met, including specific issues such as water quality and probable temperature which should not be lower than the FINA permitted minimum (currently 16°C and average of 18°C for Masters). Reference should be made to the Swim England/British Swimming guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment.
<b>Responsibility for areas</b>	Agree with the venue owner/operator the areas for which the promoter, as hirer, is responsible.
<b>Obtain Safety Operating Procedures</b>	Obtain a copy of the safety operating procedures from the venue owner/operator and have it available for reference during the period of hire.
<b>Implement Safety Operating Procedures</b>	Make arrangements for the implementation of relevant sections of the safety operating procedures (as required by the venue hire agreement) during the period of hire.
<b>Appointment of Safety Officer and Course Officer</b>	Ensure suitably experienced and competent persons are appointed as safety officer and course officer
<b>Brief Officials</b>	Brief the referee, safety officer and course officer on the relevant sections of the safety operating procedures and the promoter's conditions prior to the competition.
<b>First aid and safety equipment</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the venue owner/operator or by the safety officer is in place and ready and available for immediate use and that sufficient competent persons who are qualified to use it are on duty.
<b>Staff in position</b>	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted to enter the water, and that adequate numbers are maintained throughout the period of an event.
<b>Preventing start</b>	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
<b>Be present/appoint deputy</b>	Be present throughout the period of hire of the venue for the competition or, for any period(s) in which they are not present, appoint a deputy to exercise the full powers of the promoter.
<b>Announcements</b>	Ensure, before the start of each competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England.

## Open Water Swimming Officials' Prompt Card – Referee

<b>Responsibility</b>	The referee shall:
<b>Safe Conduct of Competition</b>	Be responsible for the safe conduct of all activities essential for the the running of the competition. Reference should be made to the Swim England/British Swimming guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment.
<b>Course conditions</b>	Ensure that course conditions are checked by the Safety Officer prior to the commencement of an event.
<b>Brief officials</b>	Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters required by the venue owner/ operator.
<b>Briefing competitors</b>	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart.
<b>Stopping competition</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

## Open Water Swimming Officials Prompt Card – Safety officer

It is necessary for the safety officer to arrive at the venue before the officials, competitors or spectators

### The safety officer shall:

1. be responsible to the referee for all aspects of safety related to the conduct of the competition;
2. check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstructions. Reference should be made to the Swim England/British Swimming guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment;
3. ensure all safety craft are suitable for their respective purpose;
4. be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft, if used;
5. where applicable provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course;
6. prior to the start of the competition, inspect the course ensuring it meets all of the safety requirements and check the water temperature is not lower than the FINA permitted minimum (currently 16°C); and report to the assistant referee at least 15 minutes before the commencement of the event.  
Note: for masters competitions the water temperature must be an average of 18°C or over
7. advise the referee if, in his opinion, conditions are unsuitable for staging of the competition and make recommendations for the modification of the course or the manner in which the competition is conducted;
8. cancel or stop an event if, in his opinion, conditions are unsuitable. In arriving at his decision he shall, if practicable, take into account any views expressed by the referee.

## **Open Water Swimming Officials Prompt Card – Course officer**

It is necessary for the course officer to arrive at the venue before the officials, competitors or spectators

### **The course officer Shall:**

- 1.** be responsible to the promoter for the correct survey of the course;
- 2.** ensure the start and finish areas are clearly and correctly marked and all equipment has been correctly installed and, where applicable, is in working order. Reference should be made to the Swim England/British Swimming guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment;
- 3.** ensure all course alteration points are correctly marked, prior to the commencement of the competition;
- 4.** with the referee and safety officer inspect the course and markings, prior to the commencement of competition;
- 5.** ensure the turn judges are in position prior to the start of the competition and report this to the assistant referee.

# Masters

Masters Swimming

Swim England Masters Swimming  
Championships and Competitions





## Masters Swimming

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Masters swimming is competitive swimming for adults. From small beginnings in the 1970s and 1980s this branch of aquatic sport has grown from a pastime for a few into a worldwide movement. The history of masters swimming is brief, the first recorded meet was held in Amarillo, Texas, in May 1970, which attracted 65 swimmers. Gradually the idea that you could swim after the age of 20 spread world wide and FINA introduced a World Masters Swimming Championships meet in 1986, and Masters Swimming formed a major part of the first World Masters Games, held in 1985.

The first masters meet in Great Britain was promoted by Otter SC at the City University pool London, in 1972. The first English championships were held at York in 1981, and the first GB Masters Championships were held at Port Talbot in 1987, the same year as the first LEN European Masters Championship, held at Blackpool.

Masters Swimming in England is promoted through the Masters Working Group, which reports to the Swimming Leadership Group. Each region has a Masters Committee and a Masters secretary who, between them, promote masters swimming in the eight regions. Many, though not all, counties also promote competition within their county areas.

### **The general format of Masters Meets is similar the world over:**

- events are swum either as graded heats (with swimmers arranged from slowest to fastest with no age consideration) or, in some major competitions, in heats arranged by speed within age groups.
- age groups are the standard five-year groups starting from 25–29 years. Many competitions, including the Swim England and British Swimming Championships, also incorporate a senior age group which is 18–24 years.
- records are maintained for all standard events in both 25 and 50 metre formats.
- annual top 10 ranking lists are compiled on a British, European and World basis.

### **The Masters working group promotes:**

- the annual Swim England Masters Championships.
- the postal 'T-30 Challenge'.
- the Inter-Counties Competition. The overall result is obtained from the performances achieved in four separate regional heats: North, Midlands, South East and South West.
- the annual Swim England National Masters Open Water Championships will have events of 1.5k and 3k for all age groups.

The standard of swimmers at the leading edge of masters is extremely high, with some former internationals swimming faster than they did in their elite days. Masters competitions are not confined to the former elite; participation, enjoyment, and health are the three major strands of Masters Swimming.

### **The concept of adult competition has also spread to other aquatic disciplines, with well-established events in diving, water polo, and artistic swimming:**

- Masters diving is from 25 years, with many of our diving clubs currently offer a masters section. We are working towards growing the sport of masters diving within the country.
- Masters water polo starts at the age of 30 years and is currently integrated within the main stream water polo clubs but this could develop more in the future.
- Masters artistic swimming starts from the age of 25 years and has a vibrant community which is growing steadily within this country.

There is also a Masters Committee within British Swimming. At British level there is a long course championship normally held in June, and the Committee also oversees aspects of masters swimming which have a British dimension, such as maintenance of Masters Records (including nominating British performances for European and World records), a central Masters ranking list and the Masters Swimming Decathlon competition.

## Swim England Masters Swimming Championships and Competitions

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### General Championships Conditions (all disciplines)

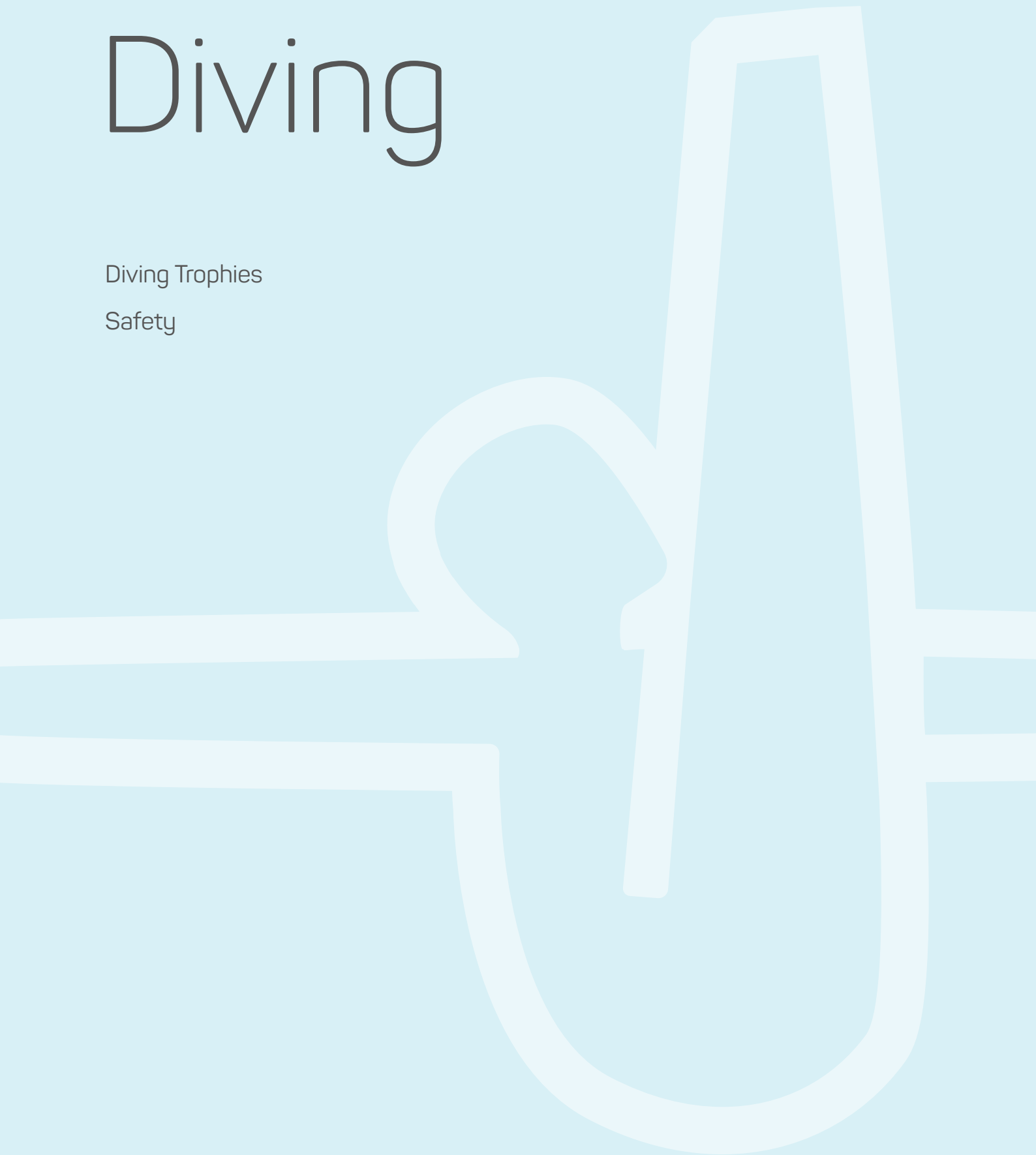
1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org).**

# Diving

Diving Trophies

Safety



## Diving Trophies

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### The G. Melville Clark National Memorial Trophy and The Belle White National Memorial Trophy

The competitions for the above trophies will take place annually under the following conditions:

1. the competitions for the G. Melville Clark National Memorial Trophy will be open to all men's competitors at the Swim England National Diving Championships and the English Rankings from the British Championships. Competitors must be registered to a Swim England Club.
2. the competitions for the Belle White National Memorial Trophy will be open to all women's competitors at the Swim England National Championships and the English Rankings from the British Championships. Competitors must be registered to a Swim England Club.
3. points shall be awarded from the results of the Individual Events in the following manner:
 

1 <sup>st</sup> – 15 points	5 <sup>th</sup> – 4 points
2 <sup>nd</sup> – 10 points	6 <sup>th</sup> – 3 points
3 <sup>rd</sup> – 7 points	7 <sup>th</sup> – 2 points
4 <sup>th</sup> – 5 points	8 <sup>th</sup> – 1 point
4. Points shall be awarded from the results of the Artistic Swimming Events in the following manner:
 

1 <sup>st</sup> – 20 points	4 <sup>th</sup> – 6 points
2 <sup>nd</sup> – 14 points	5 <sup>th</sup> – 4 points
3 <sup>rd</sup> – 10 points	6 <sup>th</sup> – 2 points

\*points to be shared by each competitor to their relevant club (and subject to the English/non-English conditions in 2.7)
5. the winning club shall, on giving satisfactory sureties as provided for in Swim England Championships regulations, be entitled to hold the trophy.
6. the management of the competition shall be in the hands of the Diving Committee.

**G. Melville Clark: The following are the winners from 1970 onwards:**

1970 Hillingdon DS	1987 Southend on Sea DC
1971 Not awarded	1988 Highgate DC
1972 Hillingdon DS/Coventry DC	1989 The Ladies DC
1973 Coventry DC	1990 Highgate DC
1974 Highgate DC	1991 Highgate DC
1975 Highgate DC	1992 City of Sheffield DC
1976 Highgate DC	1993 City of Sheffield DC
1977 Highgate DC	1994 City of Sheffield DC
1978 Highgate DC	1995 Knowsley DC
1979 Beaumont DA	1996 Huddersfield Borough
1980 Highgate DC	1997 Centre DC NE
1981 Highgate DC	1998 Centre DC NE
1982 Highgate DC	1999 City of Sheffield DC
1983 Highgate DC	2000 City of Sheffield DC
1984 Highgate DC	2001 Southampton DA
1985 Highgate DC	2002 City of Sheffield DC
1986 Highgate DC	2003 City of Sheffield DC

2004 City of Leeds DC  
2005 Southampton DA  
2006 Southampton DA  
2007 Southampton DA  
2008 Southampton DA  
2009 Southampton DA  
2010 City of Sheffield DC  
2011 City of Leeds DC

2012 City of Leeds DC  
2013 City of Leeds DC  
2014 City of Leeds DC  
2015 City of Leeds DC  
2016 City of Leeds DC  
2017 City of Leeds DC  
2018 City of Sheffield  
2019 Not Awarded

**Belle White: The following are the winners from 1974 onwards:**

1974 Coventry DC  
1975 Coventry DC  
1976 Coventry DC  
1977 Metropolitan DS  
1978 Urmston SC  
1979 The Ladies DC  
1980 Urmston SC  
1981 The Ladies DC  
1982 The Ladies DC  
1983 The Ladies DC  
1984 The Ladies DC  
1985 The Ladies DC  
1986 The Ladies DC  
1987 The Ladies DC  
1988 The Ladies DC  
1989 Southend on Sea SC  
1990 Highgate DC  
1991 Highgate DC  
1992 City of Sheffield DC  
1993 Crystal Palace DC  
1994 City of Sheffield DC  
1995 Knowsley DC  
1996 Wessex

1997 Centre DC NE  
1998 Centre DC NE  
1999 City of Sheffield DC  
2000 City of Sheffield DC  
2001 Southampton DA  
2002 City of Sheffield DC  
2003 City of Leeds DC  
2004 City of Leeds DC  
2005 City of Leeds DC  
2006 City of Leeds DC  
2007 City of Leeds DC  
2008 City of Leeds DC  
2009 City of Leeds DC  
2010 City of Leeds DC  
2011 City of Leeds DC  
2012 City of Leeds DC  
2013 City of Leeds DC  
2014 City of Leeds DC  
2015 Plymouth Diving  
2016 City of Leeds DC  
2017 City of Leeds DC  
2018 City of Leeds DC  
2019 Not Awarded

## The George Hearn Cup

To be awarded annually to the English diver who is a member of a club affiliated to Swim England and whose performance is adjudged by the Diving Committee to be the best senior level performance for the year.

### The following are the winners from 1970 onwards:

1970 J Thewlis (Luton Kingfishers)	1995 V Stenning (Southend on Sea)
1971 H Koppell (Coventry)	1996 H Allen
1972 A Drake (Basildon)	1997 T Ally (Centre DC NE)
1973 A Drake (Basildon)	1998 T Ally and Leon Taylor
1974 B Williams (Hillingdon)	1999 T Ally
1975 C Snode (Highgate)	2000 L Taylor (City of Sheffield DC) and P Waterfield (Southampton DC)
1976 H Koppell (City of Coventry)	2001 T Ally (City of Sheffield)
1977 C Bond (Metropolitan)	2002 P Waterfield (Southampton DC)
1978 C Snode (Highgate)	2003 T Gerrard (City of Leeds) and J Smith (City of Sheffield)
1979 C Snode (Highgate)	2004 L Taylor (City of Sheffield DC) and P Waterfield (Southampton DC)
1980 C Snode (Highgate)	2006 L Taylor (City of Sheffield DC)
1981 C Snode (Highgate)	2007 P Waterfield (Southampton DC)
1982 C Snode (Highgate)	2008 J Milford
1983 C Snode (Highgate)	2009 T Daley
1984 C Snode (Highgate)	2010 T Daley
1985 C Roscoe (The Ladies)	2011 T Daley
1986 R Spinks (The Ladies)	2012 T Couch and S Barrow
1987 R Morgan (Highgate)	2013 T Daley
1988 R Morgan (Highgate)	2014 J Laughher
1989 R Morgan (Highgate)	2015 R Gallantree
1990 R Morgan (Highgate)	2016 J Laughher and C Mears
1991 R Morgan (Barnet Copthall)	2017 T Daley
1992 R Morgan (Barnet Copthall)	2018 J Laughher
1993 R Morgan (Highgate DC)	2019 Not Awarded
1994 R Morgan (C of Sheffield DC) and L Ward (C of Sheffield DC)	

## The Dawdon Trophy

The competition for the above trophy shall take place annually under the following conditions:

- the competition for the Dawdon Trophy shall be open to all English competitors in the following age groups:
 

Group A: 16–18 years	Group C: 12–13 years
Group B: 14–15 years	Group D: 10–11 years
- the competition shall be confined to Swim England National Age Group Competitions (Not including Swim England Intermediate Age Group Competitions.)
- points shall be awarded from the individual events in the following manner, according to the places achieved by English divers in relation to other English divers:
 

1st – 15 points	3rd – 7 points	5th – 4 points	7th – 2 points
2nd – 10 points	4th – 5 points	6th – 3 points	8th – 1 point

4. Points shall be awarded from the Artistic Swimming events in the following manner:  
 1st – 20 points    3rd – 10 points    5th – 4 points  
 2nd – 14 points    4th – 6 points    6th – 2 points  
 \*points to be evenly shared by each English competitor to their relevant club
5. The winning club shall, on giving satisfactory sureties as provided for in Swim England Championships regulations, be entitled to hold the trophy.
6. The management of the competition shall be in the hands of the Diving Committee

**The winners are:**

1973 Hillingdon DC	1997 Centre DC NE
1974 Metropolitan DS/Morden Park DC	1998 City of Leeds DC
1975 Metropolitan DS	1999 City of Leeds DC
1976 Cheltenham DC	2000 City of Leeds DC
1977 Cheltenham DC	2001 City of Leeds DC
1978 Cheltenham S & WPC	2002 City of Leeds DC
1979 Metropolitan DC	2003 City of Southampton DC
1980 Metropolitan DC	2004 Plymouth Diving
1981 Metropolitan DC	2005 City of Sheffield DC
1982 The Ladies DC	2006 City of Leeds DC
1983 Southend SC	2007 Southampton DA
1984 Highgate DC	2008 Southampton DA
1985 The Ladies DC	2009 Southampton/Crystal Palace
1986 Northern DC	2010 Southampton/Crystal Palace
1987 Southend on Sea SC	2011 Crystal Palace DC
1988 Southend on Sea SC	2012 Crystal Palace DC
1989 Southend on Sea SC	2013 Crystal Palace DC
1990 Southend on Sea SC	2014 Crystal Palace DC
1991 Highgate DC	2015 Crystal Palace DC
1992 Crystal Palace DC	2016 Crystal Palace DC
1993 Crystal Palace DC	2017 City of Sheffield DC
1994 Highgate (Coventry) DC	2018 City of Sheffield DC
1995 Huddersfield Borough DC	2019 Southampton DC
1996 Essex Cormorant	

**The Norma Thomas National Memorial Trophy**

To be awarded annually to a junior diver who is a member of a club affiliated to the Swim England/Swim Wales/Scottish Swimming and whose performance is adjudged by the British Swimming Diving Committee to be the best for the year.

**The winners are:**

1985 S Ryan (The Ladies)	1990 H Allen (RTW Monson) and A Byford (Highgate DC)
1986 T Ali (Whiteoaks)	
1987 T Dart (Merton)	1991 A Roffey (City of Leeds DC)
1988 H Allen (RTW Monson)	1992 H Allen (RTW Monson)
1989 H Allen (RTW Monson)	1993 J Mountford and H Allen (Crystal Palace DC)

1994 J Mountford (Highgate (Coventry) DC) and L Taylor (Cheltenham SWP)	2006 C Johnstone (City of Leeds)
1995 P Waterfield (The Centre DC)	2007 T Daley (Plymouth DC)
1996 E Manktelow (RTW Monson) and C Litherland (Huddersfield Borough)	2008 T Daley (Plymouth DC)
1997 S Soo (Beckenham)	2009 J Milton
1998 S Soo (Beckenham)	2010 T Daley
1999 B Aldridge (Highgate)	2011 J Laughher
2000 S Powell (Crystal Palace)	2012 J Laughher
2001 S Powell (BAGIU Diving Institute)	2013 T Daley
2002 S Powell (BAGIU Diving Institute)	2014 Not presented
2003 N Robinson-Baker (BAGIU Diving Institute)	2015 Not presented
2004 C Johnstone (City of Leeds)	2016 J Heatley
2005 B Graddon (Plymouth DC)	2017 K Torrance
	2018 L Toulson
	2019 Not Awarded

## The Margaret Davies Trophy

To be awarded annually to a member of Swim England, under the following conditions:

- The Trophy shall be awarded to the winning coach/teacher under the following criteria:
  - divers at the Elite Junior Nationals and National Age Group Finals will have their total event score on each board, averaged (total score divided by total number of dives performed). The winner of the Margaret Davies Trophy shall be the coach who accrues the most points when all the averaged scores are added together for their divers at both events. The score from the diver's last performance will be counted, therefore if the diver makes the final, that score will be counted, if the diver does not progress to the final, the preliminary score will be counted (in all circumstances, it is the 'full list' score which is used for calculations).
  - if a diver performs one or more dives in the final and withdraws, their score from the final will still be averaged over the number of dives they should have performed, if a diver progresses to a final, but does not compete, their preliminary score will be counted.
- in the event of a tie recipients shall hold the trophy jointly.
- in the event of a diver being coached by two or more coaches, it must be decided and indicated on entering the event, which coach will receive the diver's points for this award.
- the Management of the Trophy shall be in the hands of the Diving Committee.

### The winners are:

1999 A Hinchliffe (City of Leeds DC)	2010 C Gravestock
2000 A Hinchliffe (City of Leeds DC)	2011 C Gravestock
2001 A Sotheran (City of Sheffield)	2012 C Wonnacot (Plymouth DC)
2002 A Sotheran (City of Sheffield)	2013 C Farrow (Southampton DC)
2003 A Sotheran (City of Sheffield)	2014 N Mills (City of Sheffield DC)
2004 A Banks (Plymouth DC)	2015 A Smallwood (City of Leeds DC)
2005 A Hinchliffe (City of Leeds DC)	2016 C Cryan (City of Sheffield)
2006 D Harrison (Plymouth DC)	2017 N Mills (City of Sheffield)
2007 M Holdsworth (City of Leeds DC)	2018 J Clewlow (Southampton DC)
2008 C Tomkys	2019 L Fraser (Southampton DC)
2009 C Tomkys	



## Safety

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### Diving Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators.

<b>Overall responsibility</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
<b>Responsibility for areas</b>	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
<b>Obtain Pool Safety Operating Procedures</b>	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
<b>Implement Safety Operating Procedures</b>	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>Brief referee</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
<b>Appoint stewards</b>	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise pre competition training sessions during the period of hire and brief them on the safety aspects of their duties.
<b>Depths and dimensions</b>	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements (published separately – Swim England Requirements for Competition Diving Information Sheet 17) and FINA Regulations.
<b>First aid and safety equipment</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>Staff in position</b>	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
<b>Preventing start</b>	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
<b>Be present/appoint deputy</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
<b>Announcements</b>	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England.

## Diving Officials' Prompt Card – Referee

<b>Responsibility</b>	The Referee shall:
<b>Safe Conduct of Competition</b>	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
<b>Depths and Dimensions</b>	Liaise with the Promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements (published separately – Swim England Requirements for Competition Diving Information Sheet No.17) and to FINA Regulations.
<b>Brief Officials</b>	Liaise with the promoter to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the pool owner/operator.
<b>Stopping Competition</b>	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart.
<b>Stopping Competition</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

## Diving officials' prompt card – Safety Stewards

Stewards are necessary to ensure safe behaviour in the changing rooms and to organise and control pre-competition training sessions.

### Stewards

1. Receive briefing from the promoter and/or the referee.
2. Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the referee.
3. In accordance with the briefing:
  - permit pre-competition training to start only when advised by the promoter
  - organise orderly queues for using the diving boards as necessary
  - ensure no climbing on or misuse of safety rails
  - prevent excessive bouncing on boards
  - prevent swimming under or across diving boards
4. All stewards will be under the control of the referee at all times.
5. Report immediately to the referee anything that appears to breach, or to be likely to breach, safety regulations.

## **Diving officials' prompt card – Announcer**

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

### **Announcer**

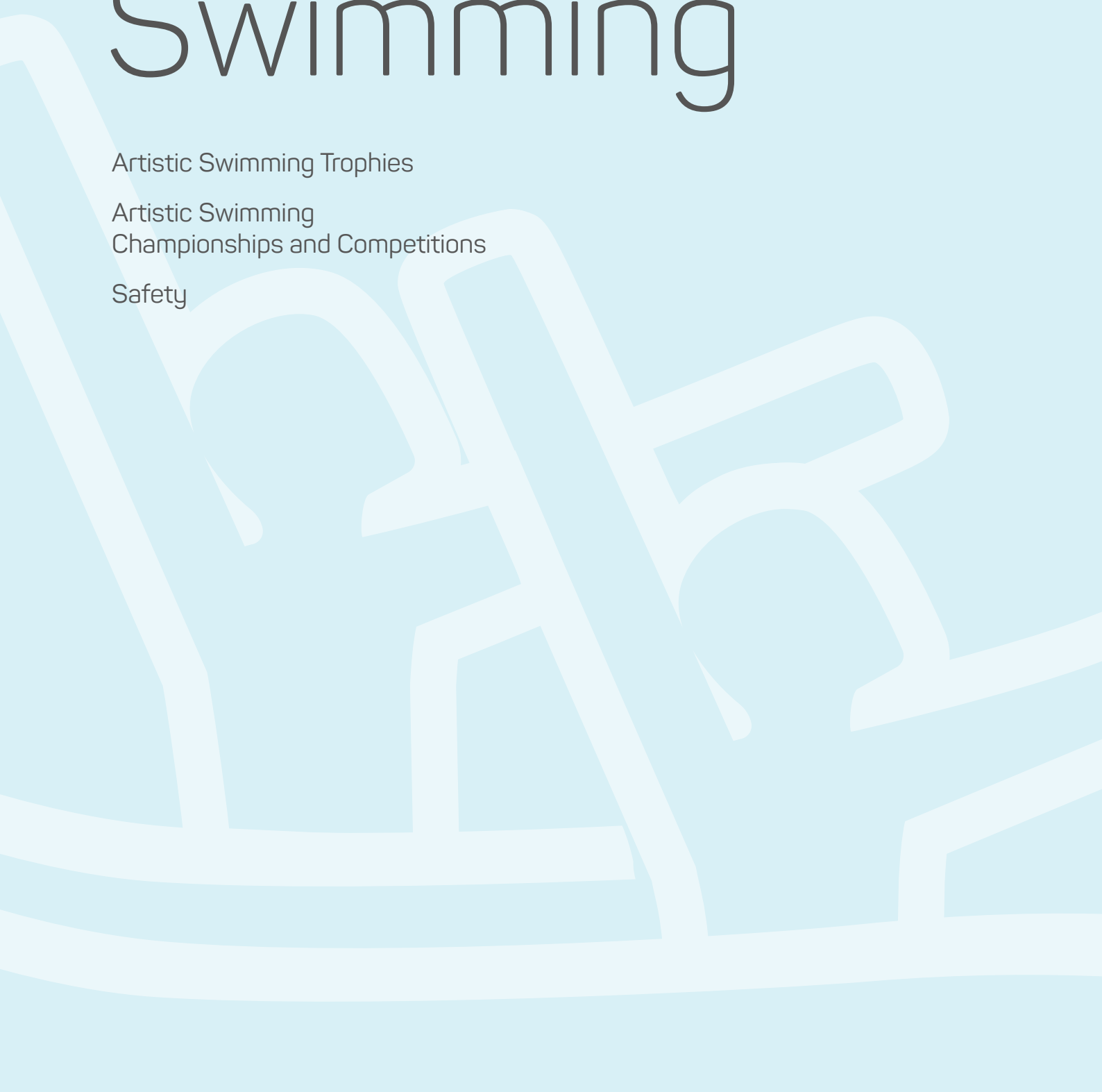
- 1.** Receive briefing from the promoter/and or referee.
- 2.** Make the following announcements:
  - 2.1** "coaches and divers must inform the referee if they consider that the diving facilities are unsafe in any way"
  - 2.2** "spectators are requested not to use flash photography during the performance of a dive as this can be distracting to the diver and could lead to an accident"
  - 2.3** "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
  - 2.4** "to evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings"

# Artistic Swimming

Artistic Swimming Trophies

Artistic Swimming  
Championships and Competitions

Safety



## National Age Groups Trophies

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### Richard Whitehead Trophy

To be awarded to the club with the highest combined figure and routine score in the 12 and under Age Group Free Team Event.

**The winners are:**

2020 Rugby SC

### Mrs Y M Price Trophy

To be awarded to the club with the highest combined figure and routine score in the 13-15 Age Group Free Team Event.

**The winners are:**

2015 Bristol	2017 Reading Royals	2019 City of Bristol
2016 Reading Royals	2018 Reading Royals	2020 Reading Royals

### Molly Gledhill Memorial Trophy

To be awarded to the club with the highest combined figure and routine score from the 15-18 Age Group Free Team Event.

**The winners are:**

2015 Rushmoor	2017 Rushmoor	2019 Not Awarded
2016 Rushmoor	2018 Rushmoor	2020 Not Awarded

### The Shacklock Trophy

To be awarded annually to the swimmer, who is registered with a Swim England Club, with the highest total of routine scores without figures added, in the Solo, Duet and Free Team Championship events. The winner can be from any age group at the Championships.

**The winners are:**

1995 K Hooper	2002 T Randall	2008 A Tarasiuk/ H Massey	2014 I Thorpe
1996 K Hall	2003 M Parris		2015 H Randall
1997 D Davies	2004 J Randall	2009 R Bignall	2016 K Shortman
1998 K Ford	2005 C Evans	2010 R Bignell	2017 D Cooper
1999 J Hooper	2006 E Kuhl	2011 R Bignell/ V Lucass	2018 G Hampson
2000 C Smith	2007 A Poulter/ L Anderson	2012 A Campbell	2019 R Swatman
2001 T Randall		2013 I Thorpe	2020 M Brown

### The Mary Black Award

The trophy will be awarded at the discretion of the Artistic Swimming Management Group to any person who is a member of a Swim England affiliated club and who has given outstanding service to English Artistic Swimming.

**The winners are:**

1977 K Spencer	1983 J Holland	1989 M Gledhill	1995 M Coyne
1978 H Elkington	1984 EA 'Curly' Grey	1990 A Dudding	1996 M Firmin
1979 D Zajak	1985 A Clark	1991 Y Price	1997 J Brayshaw
1980 M Fisher	1986 C Wilson	1992 J Gray	1998 M Rushby
1981 B Holland	1987 I Williams	1993 J Williams	1999 A Reynolds
1982 M Black	1988 D Page	1994 P Holmyard	2000 E Russell

2001 N Cook	2006 R Surch	2011 D Yeoman	2016 A Pratt
2002 P Haworth	2007 J Holdstock	2012 R Crisp	2017 A Pratt
2003 M Hooper	2008 J and J Selley	2013 R Geier	2018 E Bowman
2004 J Waters	2009 V Ebbs	2014 S Fuller	2019 Not Awarded
2005 B and D Coker	2010 T Hinks	2015 B Brailey	2020 A Williams

## Swim England National Artistic Swimming Championships

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From the results of the British Championships, the highest placed British Swimmers will be awarded the following trophies:

### Colin Lushington Trophy

Technical Solo Routine Champion

**The winners are:**

2016 O Federici	2017 P Bradley-Smith	2018 G Hampson	2019 G Hampson
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### Helen Elkington Trophy

Solo Routine Championships

**The winners are:**

2016 O Federici	2017 K Shortman	2018 G Hampson	2019 G Hampson
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### The Spencer Trophy

Duet Routine Champion

**The winners are:**

2016 O Federici and K Clark	2018 D Lloyd and G Hampson
2017 K Shortman and I Thorpe	2019 I Blinkhorn and C Larsen

### The Redwood Trophy

Team Routine Champion

**The winners are:**

2016 City of Bristol	2017 Rushmoor	2018 Rushmoor	2019 Reading Royals
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### The Holland Trophy

To be awarded annually, to the swimmer (who is registered with a Swim England Club) with the highest total of routine scores in the Free Solo, Free Duet, Technical Team, Free Team and Combination Events (from Open and Championship Events).

**The winners are:**

1983 C Wilson	1993 K Shacklock	2003 T Randall	2013 J Brown
1984 C Holmyard	1994 K Shacklock	2004 L Smith	2014 C Leech
1985 A Dodd	1995 C Geier	2005 L Smith	2015 I Brandimarte
1986 N Shearn	1996 A Carlsen	2006 J Randall	2016 V Usher
1987 N Shearn	1997 K Wise	2007 L Smith	2017 K Shortman
1988 N Shearn	1998 A Carlsen	2008 M Hardie	2018 M Costello
1989 K Shacklock	1999 K Hooper	2009 A O'Mahoney	2019 M Costello
1990 L Skidmore	2000 K Hooper	2010 Not Awarded	
1991 K Shacklock	2001 K Hooper	2011 A O'Mahoney	
1992 K Shacklock	2002 G Adamson	2012 R Williams	

## The Swimming Enterprises Trophy for Artistic Swimmer of the Year

To be awarded annually to any artistic swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the Artistic Swimming Management Group to be the best for the year, subject to confirmation by the Board.

### The winners are:

1984 C Wilson	1994 K Shacklock	2004 Not Awarded	2013 GB Team
1985 C Wilson	1995 K Thompson	2005 J Randall	2014 GB Team
1986 A Dodd	1996 A Carlsen	2006 J Randall	2015 G Randall
1987 S Northey	1997 G Adamson	2007 J Randall	2016 J Cowie
1988 N Shearn	1998 G Adamson	2008 J Randall and O Allison	2017 K Shortman
1989 K Shacklock	1999 K Hooper		2018 K Shortman
1990 K Shacklock	2000 Not Awarded	2009 J Randall	2019 K Shortman
1991 L Vakil	2001 Not Awarded	2010 L Smith	
1992 K Shacklock	2002 G Adamson	2011 J Randall	
1993 K Shacklock	2003 Not Awarded	2012 J Randall	

## The Gemma Yates Trophy

To be awarded annually to an athlete who is a member of a Swim England affiliated club, for endeavour – one who has overcome anything which has made it difficult for them, yet still gives 100 per cent to the sport of Artistic Swimming.

### The winners are:

1999 A Riley	2005 L Weir	2011 Not Awarded	2017 C Appuhanulage
2000 K Wise	2006 P Rumpol	2012 C Ahern	2018 Not Awarded
2001 G Adamson	2007 H Gurr	2013 Not Awarded	2019 A Ellerington
2002 L Barrett	2008 Not Awarded	2014 Not Awarded	
2003 S Randall	2009 C Langley	2015 L Bradley-Smith	
2004 A Holland	2010 A Tarasuik	2016 O Scowcroft	

## Combo Cup Trophy

### The winners are:

2017 City of Salford	2018 City of Salford	2019 Reading Royals
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## Swim England Artistic Swimming Championships and Competitions

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### General Championships Conditions (all disciplines)

1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org).**

### Artistic Swimming Officials Examinations

Swim England has a list of Artistic Swimming Officials who are competent to officiate at Regional, National and International events, consisting of Referees, Judges and Recorders. All appointments to Swim England list of Artistic Swimming Officials will be made or discontinued at the discretion of the Board on the recommendation of the Artistic Swimming Management Group.

All officials on the list must be members of Swim England.

Promoters are advised that, in their interests and those of their competitors, the principal officials should be drawn from the list of officials maintained by Swim England, the regions and other competent bodies.

### Judges

There will be three levels of Judges:

- (i) Level 1 – Introduction to Judging Basics
- (ii) Level 2 – Judge training (figures and routines)
- (iii) Level 3 – Advanced Judge Training

### Judge Training Courses

Each Training Course will comprise six–seven hour classroom training, with a written Open Book exam plus video analysis of figures and routines.

All Judges will be expected to maintain their qualifications through regular attendance at competitions/grade days and to attend the National update held once every four years.

### Level 1 – Judge Course

**Eligibility:** Candidates must be a minimum of 16 years of age, by 31st December in the year they commence the course.

A one-day course introducing Use of Marking Scale, basic movements and positions, Ethics, Figures (12 and Under) and Free Routines. Knowledge of Grade 1 and Grade 2 assessment criteria.

#### **Outcome:**

- qualified to judge at Level 1/Level 2 Competitions (eg Novice, County, Open level Age Group Competitions)
- qualified to assess Grades 1 and 2 Figures and Routines
- ability to identify figures in Age Groups (12 and Under).

### Level 2 Judge Course:

**Eligibility:** Level 1 Judges who have been qualified for a minimum of one year with evidence of attendance at competition/Grade days.

A one-day course providing in-depth knowledge of Age Group and Junior Figures (15-18 years) and Free Routines. Introduction of Difficulty values, deductions and how to apply to Figures. Exposure to varieties of levels to figures and routines. Knowledge and awareness of Grades 3, 4 and 5 assessment criteria.



**Outcome:**

- qualified to judge at Regional Level of Competitions and National Age Groups.
- qualified to assess Grades 1-5 Figures and Routines.
- ability to identify Figures in Age Groups 13-15 years and 15-18 years.

**Level 3 Judge Course**

**Eligibility:** Level 2 Judges who have been qualified for a minimum of one year with evidence of attendance at competition/Grade days and maintenance of qualification.

A one-day course providing in depth knowledge of rules, penalties and organisation. Further knowledge of judging figures and component parts, Free routines, In depth knowledge of Technical Elements in Solos, Duets and Team and judging Technical Routines.

**Outcome:**

- qualified to Judge at National Championships and Senior Events.
- qualified to assess Grades 1-6 Figures and Routines.
- ability to judge technical routines.

**Referee:**

**Eligibility:** Candidates should be a Level 3 Judge before they can qualify as a Referee with experience of judging/assisting a Referee at a minimum of three club/county events, a combination of events, figures, technical and free routines.

A one-day (five-hour) course, covering: Laws, Situations, Conducting Judges Meetings.

**Examination**

1. One-hour (open book) theory paper on application of Laws i.e. situations. To pass, all situations must be dealt with within the Laws of the Sport (FINA/Swim England).
2. A five-minute presentation of a figure. A five-minute presentation on either judging routines or general points for the judges to consider. Specific presentations to be drawn at the beginning of the training day. Both presentations to be made as if in a referee's meeting, ideally to the group of candidates.
3. Assessment will be by two qualified referees who may, or may not have been involved in tutoring of the training course.

Following successful completion of the training day and examination, candidates will be allocated a Mentor (experienced referee) who will observe them refereeing one event covering at least two of the following events: figures, technical routines, free routines. A report will be submitted to the Administrator for the Artistic Swimming Management Group with a recommendation either to pass as a referee, or be mentored for another event, or shadow another event before refereeing a further event.

## Safety

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### Artistic Swimming Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators.

<b>Overall responsibility</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
<b>Responsibility for areas</b>	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
<b>Obtain pool safety operating procedures</b>	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
<b>Implement pool safety operating procedures</b>	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>Brief referee</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
<b>Depths and dimensions</b>	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with current Swim England requirements (published separately – Swim England 'Requirements for Competition Artistic Swimming' Information Sheet 19). Provide to competitors, team managers and coaches a diagram of the pool showing, dimensions, depth of water, height of pool surround above the water and obstructions e.g. steps.
<b>Appoint clerks of the course</b>	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
<b>First aid and safety equipment</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>Staff in position</b>	Ensure that all clerks of the course, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
<b>Electrical equipment</b>	Ensure that sound equipment meets all applicable electrical safety requirements.
<b>Preventing start</b>	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
<b>Be present/appoint deputy</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
<b>Announcements</b>	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the Swim England.

## Artistic Swimming Officials' Prompt Card – Referee

<b>Responsibility</b>	The referee shall:
<b>Safe conduct of competition</b>	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
<b>Depths and dimensions</b>	Liaise with the promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements (published separately – Swim England 'Requirements for Competition Artistic Swimming' Information Sheet 19).
<b>Brief officials</b>	Liaise with the promoter to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the pool owner/operator.
<b>Stopping competition</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or the promoters deputy.

## Artistic Swimming Officials' Prompt Card – Athlete Services Team

An Athlete Services Team is necessary to ensure safe behaviour in the changing rooms and to organise and control warm-up and swim-down sessions.

### The Athlete Services Team Members

1. Receive briefing from the promoter and/or the referee.
2. Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the referee.
3. In accordance with the briefing
  - permit warm-up to start only when advised by the promoter
  - be aware of the profile and depths of the pool and advise competitors as required
  - decide upon and enforce a maximum number of swimmers in the pool and on the pool surround
  - control activities in the water and on the pool surrounds prohibit diving where water is less than 1.5 metres in depth and only then allow shallow dives.
4. Be under the control of the referee at all times.
5. Report immediately to the referee anything that appears to breach, or to be likely to breach, the safety regulations.

## Artistic Swimming Officials' Prompt Card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

### Announcer

1. Receive briefing from the promoter and/or referee.
2. Make the following announcements:
  - 2.1 "you are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth)"
  - 2.2 when areas of the pool have water where the depth is less than 1.5m you must make the following announcement:  
"You are reminded that diving must not take place where the depth of the water is less than 1.5m and that dives must have a shallow entry"
  - 2.3 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
  - 2.4 "to evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings."

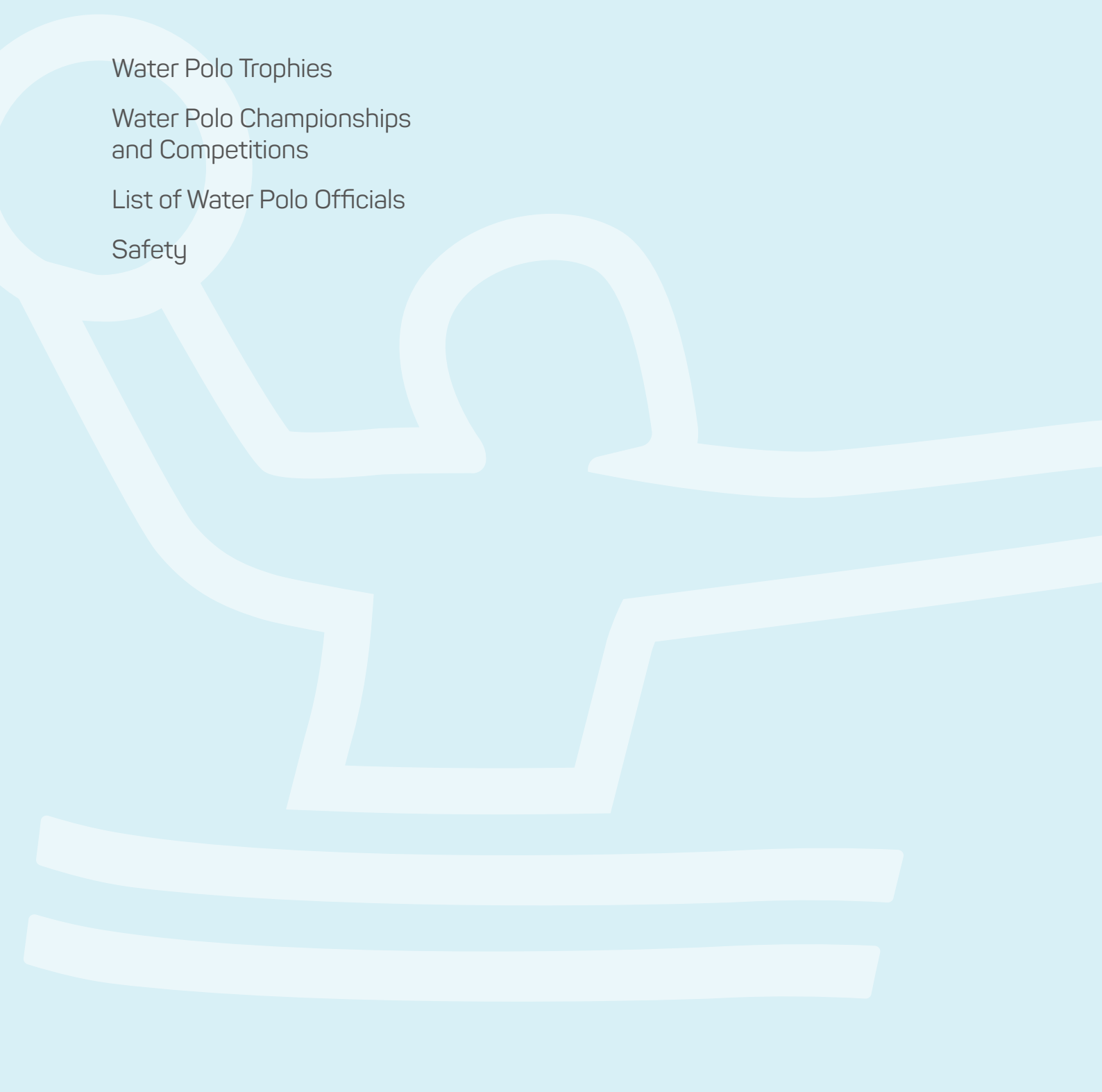
# Water Polo

[Water Polo Trophies](#)

[Water Polo Championships  
and Competitions](#)

[List of Water Polo Officials](#)

[Safety](#)



## Water Polo Trophies

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### Men's Club Senior

For the Perpetual Challenge Shield presented by the Ravenbourne S.C. London 1896

Lancaster City            Winners 2006

Cheltenham              Winners 2007

Competition not held since 2007

### Men's Club u19

For the Swain Memorial Trophy presented by the Derbyshire ASA in memory of K S Swain

Invicta                      Winners 2006                      City of Manchester            Winners 2013

Invicta                      Winners 2007                      Solihull                            Winners 2014

City of Manchester        Winners 2008                      City of Manchester            Winners 2015

Invicta                      Winners 2009                      Exeter                              Winners 2016

Lancaster City              Winners 2010                      Sedgefield                      Winners 2017

Lancaster City              Winners 2011                      Caledonia                        Winners 2018

Lancaster City              Winners 2012                      Newton Abbot                  Winners 2019

### Men's Club u17

For the W J Read Trophy

Sedgefield                Winners 2006                      City of Manchester            Winners 2013

Lancaster City              Winners 2007                      Croydon                          Winners 2014

Dunfermline                Winners 2008                      Sedgefield                      Winners 2015

Lancaster City              Winners 2009                      Sedgefield                      Winners 2016

Dunfermline                Winners 2010                      City of Sheffield                Winners 2017

Lancaster City              Winners 2011                      City of Manchester            Winners 2018

Lancaster City              Winners 2012                      West London Penguin        Winners 2019

### Men's Club u15

For the The Bagnell Cup

Lancaster City              Winners 2009                      Bridgefield                      Winners 2015

Lancaster City              Winners 2010                      City of Manchester            Winners 2016

City of Manchester        Winners 2011                      City of Manchester            Winners 2017

Croydon                      Winners 2012                      Worthing                        Winners 2018

City of Manchester        Winners 2013                      Sedgefield                      Winners 2019

Sedgefield                Winners 2014

### Men's Inter Regional u18

For the E Harding Payne Trophy

North West	Winners 2009	South	Winners 2015
North West	Winners 2010	North East	Winners 2016
North East	Winners 2011	North East Steelers	Winners 2017
North West	Winners 2012	South West	Winners 2018
North West	Winners 2013	North West Tigers	Winners 2019
North West	Winners 2014		

### Men's Inter Regional u16

For the Lovely Memorial Trophy presented by E Wright

North West	Winners 2010	North East	Winners 2015
North West	Winners 2011	North West	Winners 2016
North West	Winners 2012	East	Winners 2017
North West	Winners 2013	North West Tigers	Winners 2018
North West	Winners 2014	London	Winners 2019

### Men's Inter Regional u14

For the U14 Boys Inter Regional Plate

North West	Winners 2014	North West	Winners 2016
North East	Winners 2015	West Midlands	Winners 2017

### Women's National League

Competition became part of British Water Polo League in 2010/11 ([www.bwpl.org](http://www.bwpl.org))

### Women's Club Senior

City of Sheffield	Winners 2006
City of Manchester	Winners 2007
Competition not held since 2007	

### Women's Club u19

The Dougie Scales Memorial Trophy presented by Southport SC

City of Manchester	Winners 2006	City of Manchester	Winners 2013
City of Manchester	Winners 2007	City of Liverpool	Winners 2014
City of Manchester	Winners 2008	City of Manchester	Winners 2015
City of Liverpool	Winners 2009	London Otter	Winners 2016
City of Manchester	Winners 2010	City of Manchester	Winners 2017
City of Manchester	Winners 2011	Newton Abbot	Winners 2018
City of Liverpool	Winners 2012	London Otter	Winners 2019

## Girls Club u17

For the Edith and Tom Lythe Memorial Trophy presented by Lancaster City AS&WPC 2004

City of Manchester	Winners 2006	City of Manchester	Winners 2013
City of Liverpool	Winners 2007	London Otter	Winners 2014
City of Manchester	Winners 2008	London Otter	Winners 2015
City of Manchester	Winners 2009	City of Manchester	Winners 2016
City of Liverpool	Winners 2010	London Otter	Winners 2017
City of Liverpool	Winners 2011	London Otter	Winners 2018
City of Manchester	Winners 2012	City of Sheffield	Winners 2019

## U15 NAGs Girls

City of Liverpool	Winners 2009	London Otter	Winners 2015
Tyldesley	Winners 2010	London Otter	Winners 2016
City of Manchester	Winners 2011	Newton Abbot	Winners 2017
Invicta	Winners 2012	City of Sheffield	Winners 2018
City of Manchester	Winners 2013	London Otter	Winners 2019
City of Manchester	Winners 2014		

## Girls Inter Regional u18

For the Andy Morton Plate

North West	Winners 2009	North West	Winners 2015
North West	Winners 2010	South West	Winners 2016
North West	Winners 2011	South West	Winners 2017
North West	Winners 2012	North West Thunder	Winners 2018
North West	Winners 2013	South West	Winners 2019
North West	Winners 2014		

## Girls Inter Regional u16

For the Inter Regional Plate

Competition not held in 2007–09

North West	Winners 2010	North West	Winners 2015
North West	Winners 2011	Ireland	Winners 2016
North West	Winners 2012	North West Thunder	Winners 2017
North West	Winners 2013	South East Anderida	Winners 2018
North East	Winners 2014	North West	Winners 2019

## Girls Inter Regional u14

For the u14 Girls Inter Regional Plate

East	Winners 2014	North West Thunder	Winners 2017
London	Winners 2015	North West Thunder	Winners 2018
South West	Winners 2016		



## Swim England Water Polo Championships and Competitions

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### General Championships Conditions (all disciplines)

1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org).**

### List of Water Polo Officials

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Details available via the Swim England Regional Water Polo Representatives Officials' Co-ordinators – contacts on the website: [www.swimming.org/waterpolo/asa-water-polo-contacts/](http://www.swimming.org/waterpolo/asa-water-polo-contacts/)

## Safety

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### Water Polo Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue before officials, competitors or spectators.

<b>Overall responsibility</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.  The promoter shall:
<b>Responsibility for areas</b>	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
<b>Obtain Pool Safety Operating Procedures</b>	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
<b>Implement Pool Safety Operating Procedures</b>	Make arrangements for the implementation of relevant sections of sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>Brief referee</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
<b>First aid and safety equipment</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>Staff in position</b>	Ensure that lifeguards are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
<b>Equipment</b>	Ensure that goalposts are safe and that electrical equipment meets all applicable safety requirements.
<b>Preventing start</b>	Prevent a competition starting if any of the required facilities or the playing equipment are defective in any way.
<b>Be present/appoint deputy</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
<b>Announcements</b>	Ensure, before the start of each warm up and competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England.

### Water Polo Officials' Prompt Card – Referee

<b>Responsibility</b>	<b>The referee shall:</b>
<b>Safe conduct of competition</b>	Be in absolute control of a game and liaise with the promoter to ensure the safe conduct of the event
<b>Brief teams</b>	Liaise with the promoter to bring to the attention of the teams through the team captains (or officials) any matters relating to the safety of the playing area such as steps which project into the field of play and the depth of water in relation to safe head or feet first entry
<b>Stopping competition</b>	Stop a match proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his representative.

## Water Polo Officials' Prompt Card – Team Captain/Team Manager/Coach

<b>Responsibility</b>	<b>The team captain/team manager/coach shall:</b>
<b>Safe conduct of competition</b>	Be responsible for bringing to the attention of team members instructions from the referee concerning the depth of water in the pool and the safety of the playing area. Be responsible for the behaviour of team members before, during and after the game.
<b>Pre-competition</b>	Ensure that players do not enter the water until advised to do so by the promoter or poolside staff.
<b>Warm up and training</b>	Ensure that pre-competition warm up training is carried out in a responsible manner. Ensure that players obey the instructions of poolside staff.

## Water Polo Officials' Prompt Card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

### Announcer

1. Receive briefing from the promoter/and or referee.
2. Make the following announcements:
  - 2.1 "you are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth)
  - 2.2 when areas of the pool have water where the depth is less than 1.5 metres you must make the following announcement:  
"You are reminded that diving must not take place where the depth of the water is less than 1.5 metres and that dives must have a shallow entry"
  - 2.3 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
  - 2.4 "to evacuate the building, all those present must use the marked emergency exits. Players and officials must not return to the changing rooms to collect their clothes or belongings."

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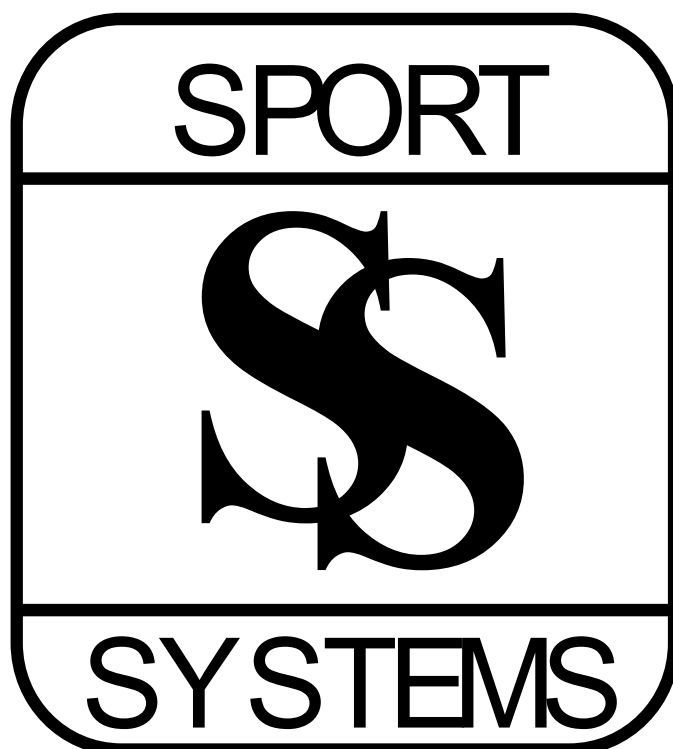
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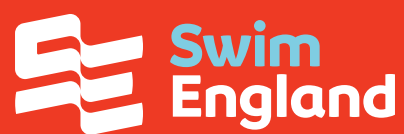
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